

INTERVIEW FORM

Name: _____ Interviewer: _____ Date: _____

FACTOR OR COMPETENCY TO MEASURE

Skills Assessment/ Problem Solving/ Workplace Culture Match/

MAIN INTERVIEW QUESTIONS. *Select questions for interview. Use Appendix A for examples of possible questions if necessary.*

D _____
D _____

LEARNING PROBES.

1. ACTIONS How did you approach it? How did you do it? (Listen for specific action steps—scale, scope, resources.)

2. THINKING Explain your thinking - why you selected that approach. Why did you choose to do it that way? (Listen for rationale and consideration of alternatives.)

3. OUTCOME What was the result? What was the impact?

4. LEARNINGS What did you take away from that experience? (Listen for principles or rules of thumb.)

5. APPLICATION Describe a time when you used those lessons in different situations.

NEGATIVE THEMES *Identify themes you hear from candidate’s responses.*

POSITIVE THEMES *Identify themes you hear from candidate’s responses.*

RATING: *Your rating should be supported by your notes and comments above. Utilize the candidate assessment rubric (see appendix) for rating clarity and consensus.*

<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 5
Unqualified	Less Qualified	Fully Qualified	Highly Qualified	Game Changer