



INTERVIEW FORM

Candidate Name:

Date:

Position Interviewing:

Your Name:

WORK HISTORY

Company:

Start Date:

End Date:

Current Title:

Reason For Leaving:

Previous Titles (List Dates)

Primary Responsibilities:

Walk me through a typical day for you, starting from when you walked through the door:

How would you breakdown your day/weekly responsibilities by %?

Significant Accomplishment(s)/Largest Challenge You Had to Overcome:

What did you enjoy most/least?

Software Used:

Supervisory Role:

Y / N

Amount:

PREVIOUS ROLE

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BRIEF OVERALL ASSESSMENT						
Cultural Fit:	Top Notch	Very Strong	Strong	Good	Maybe	No
Skills:	Top Notch	Very Strong	Strong	Good	Maybe	No
Personality:	Top Notch	Very Strong	Strong	Good	Maybe	No
Ability to Move Up:	Top Notch	Very Strong	Strong	Good	Maybe	No
Attitude:	Top Notch	Very Strong	Strong	Good	Maybe	No
Overall:	Top Notch	Very Strong	Strong	Good	Maybe	No
PERSONAL PERSPECTIVE						
Thoughts:						
Concerns:						
Follow-Up Questions:						
Recommend for Hire:	Absolutely	Very Strong	Strong	Good	Maybe	No

COMMENTS:



SOFT SKILLS

How would you describe your / How would your describe you?

Strengths:

Personality:

Managers:

Subordinate:

Friends:

**What do you like
to do for fun:**

CLOSING QUESTIONS

What Puts You on The Job Market?

At this point in your career, what is your target salary and what is a range you would honestly consider?

Target:

Range:

What are you looking to do next AND what is most important to you in your next role?

Are you actively interviewing? If so, where are you in the interview process and how do they compare?

On a scale of 1-10, what would you say is your interest level for this role?

Any thoughts, questions or concerns?

And is there anything you wanted to highlight/ad/think we should know that we did not address?

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The Journey  To Yes!®
