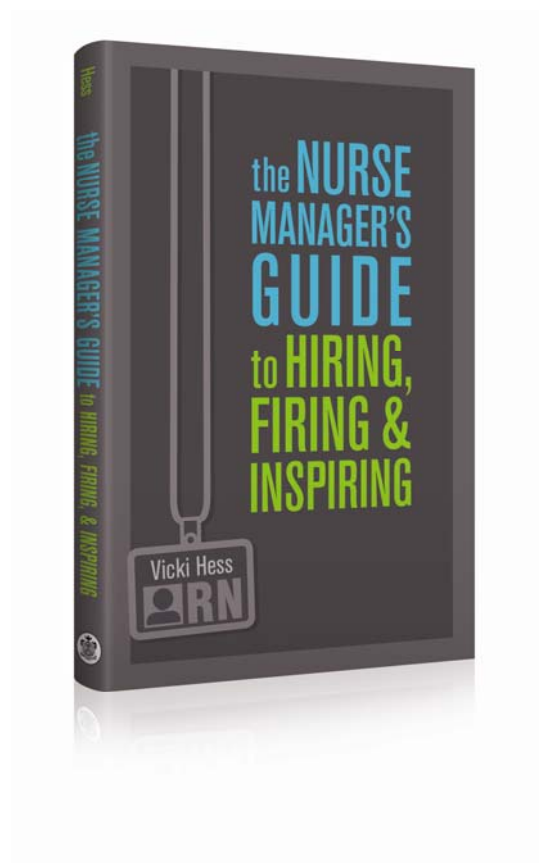
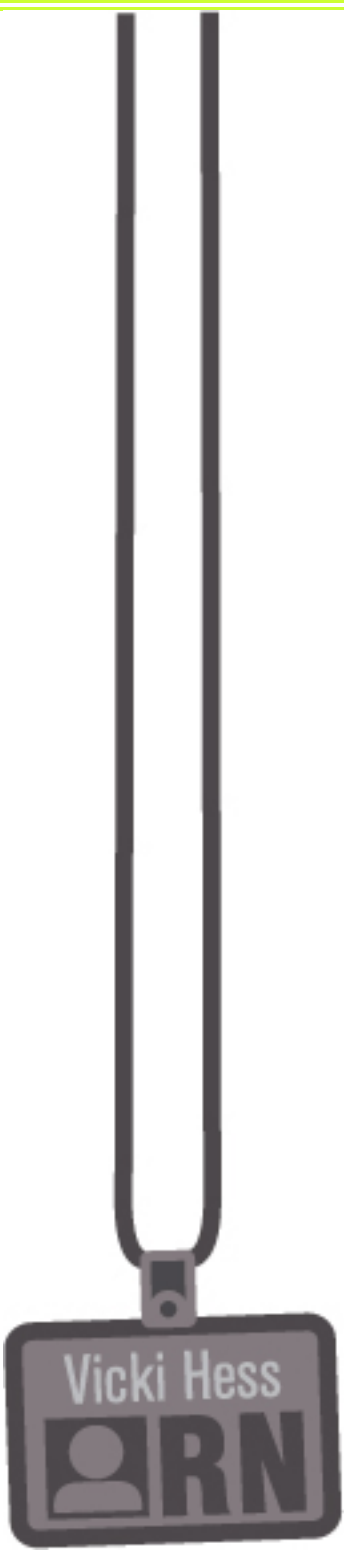


TIMESAVER TOOL

CHAPTER 3

INTERVIEW NOTES FORM





INTERVIEW NOTES FORM

Candidate:

Date:

Interviewer:

Agenda: Build rapport; Ask Questions & dig deeper; Talk about position; Answer questions; Wrap up & next steps.

Questions	Notes	Rating

Comments:



INTERVIEW NOTES FORM

Next Step:

Rating Scale

Rating	Description
5	Role model: Applicant shares examples of exemplary performance in this area. He or she has proven track record as evidenced by extensive knowledge, certification, and comfort with the topic.
4	Competent: Applicant shares examples of routine performance in this area. He or she is able to independently perform the skills.
3	Needs Some Development: Applicant requires assistance in completing the skills. Examples highlight the need for continued development in this area.
2	Needs Extensive Development: Applicant has only occasionally demonstrated this skill either because of lack of opportunity or lack of knowledge/ability. Significant resources are needed to be competent.
1	Novice: Applicant has never demonstrated this strength and needs to learn the skills associated with it.



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