

**Adjutant General's Department
State Candidate Interview Record**

Position Title:

A8

Position #:

Unit:

Location:

Type of Position: Classified Unclassified
 Full-time Part-time 999 hour
 Regular (FTE) Temp w/Benefits

Replacing:

Interview Team

Chair of team:

Members:

Directions: Once a selection recommendation is made, complete this form listing all persons scheduled for interviews. Submit the original to State Human Resources when returning interview materials.

Interview Date	Result Code*	Ref Chk	Est Hire Date	Est Wage	Name	Reason for Decision: List the primary differences that distinguish the applicant selected from each of the other candidates. Those differences must be compatible with interview and application documentation, verbal and non-verbal communications, &/or references. (<i>See back.</i>)

* 1-Hire 2-Not hired 3-Declined Offer 4-Withdrew 5-No Show

Examples Of “Selection/Non-Selection Decisions” Comments

1. Interview

- a. Demonstrated the greatest knowledge of _____.
- b. Demonstrated the greatest skill in _____.
- c. Demonstrated the greatest ability in _____.
- d. Gave the most thorough, complete answers in _____ area(s).
- e. Lacked the level of knowledge in _____ as person selected.
- f. Did not possess the skill level in _____ as person selected.
- g. Answers weak in _____ area(s).

2. Background

- a. Had the most experience in _____.
- b. Had the most education/training in _____.
- c. Had the best background in most important mix of job tasks i.e. _____.
- d. Work history sporadic/unstable.
- e. Did not have as much experience in _____ as person selected.
- f. Lacked the education background in _____ as person selected.

3. Communication Skills (if applicable)

- a. Communication skills were clear, concise.
- b. Projected the most positive, professional, helpful image.
- c. Demonstrated the ability to quickly establish good rapport.
- d. Poor communication skills, no eye contact, rambled, difficult to understand.
- e. Had difficulty understanding the intent of questions &/or answering questions.

4. Work Habits

- a. Excellent work attendance, never tardy, works independently.
- b. Only missed one day of work last year.
- c. Flexible with working late or coming in early.
- d. Counseled, suspended or terminated for attendance problems.
- e. Pattern of attendance problems.
- f. Required close supervision and checking of work products.

5. Work Relationships

- a. Selected as employee of the month.
- b. Evaluations reflected high marks in getting along & helping others.
- c. Able to work with the most difficult, demanding people.
- d. Presents criticism in tactful & constructive manner.
- e. Has some difficulty accepting supervision.
- f. Terminated from last job for sexual harassment.
- g. Pattern of not getting along with co-workers.

6. Miscellaneous

- a. Will require considerably less orientation & training to job than others.
- b. Does not possess the required driver's license.
- c. Could not work the required hours.
- d. Good applicant had a little less _____ than person selected.
- e. Good applicant. The knowledge or experience in _____ would best strengthen/compliment the skills of the existing work unit.

! Reference Checks Required !

RETURN MATERIALS

- | | |
|--|--|
| ____ Applications | ____ All interviewers' score sheets |
| ____ Ranking Sheet (orange) | ____ Candidate Interview Record (This form-yellow) |
| ____ Reference Checks (blue) | ____ SHRO Transaction Request Form (green) |
| ____ All forms completed by applicants | |