INTERVIEW CHECKLIST

Position Applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Interviewed By:

If Hired – Starting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Dress code

🞏 Time Clock

🞏 Work Schedule

🞏 Benefits

🞏 Introductory Period (90 Days) 30, 60, 90 Day Reviews

🞏 Lunch/ Breaks

🞏 Break Rooms

🞏 Job Responsibilities

🞏 Pay Periods (If hired, advise when they would receive first check, etc.)

🞏 Overtime

🞏 **AT-WILL NATURE OF EMPLOYMENT**

🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUESTIONS**

1. Do you have any Supervisory experience? 🞏 Yes 🞏 No

If yes how may people? # of Years\_\_\_\_\_\_\_\_\_\_

2. Do you have CRT experience? 🞏 Yes 🞏 No

3. Do you have PC experience? 🞏 Yes 🞏 No

4. How fast can you type? wpm

5. (5) Strengths (2) Weaknesses

6. What one word describes you best?

7. Are you restricted to any hours that you can work? 🞏 Yes 🞏 No

8. Can you perform the essential functions of the position for which you have applied, with or without accommodation? 🞏 Yes 🞏 No

9. Are there any special skills that you have? 🞏 Yes 🞏 No

Explain:

10. What did you like best about your previous job? Least?

11. If I spoke to your previous employer, what would they say about you?

12. How would you rate yourself amongst your co-workers all doing the same job? 10 being the best?

13. Do you consider yourself to be a fast learner? 🞏 Yes 🞏 No

14. What else can you tell me about yourself, that you think I need to know?