interviewing form

Name of Interviewee:

Interviewing for: Full-time Part-time

Position Interviewing for:

To work for:

Interviewed by: Date/Interview:

**ITEMS TO COVER WITH APPLICANT**

**General Information**

1. General history of company

2. Number of employees

3. Departments

4. Supervisor

5. Type of equipment, machinery, etc. used in the position

**Benefits**

1. Hours ( – ); hour lunch; breaks □

2. Overtime – paid at □

3. Vacation time □

4. Sick time □

5. Profit sharing □

6. Retirement □

7. Health (dental, eye) insurance □

8. Life insurance □

9. LTD insurance □

10. Pay days □

11. Holidays □

12. Tuition reimbursement □

13. At-will employment □