Employment interview analysis

The purpose of this analysis is to organize information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed. It will be most effective if prepared immediately after the interview.

NAME OF APPLICANT POSITION APPLIED FOR

NAME OF INTERVIEWER DATE OF INTERVIEW

|  |  |
| --- | --- |
| TRAITS | COMMENTS |
| 1. Knowledge of specific job and job- related topics |  |
| 2. Experience |  |
| 3. Communication ability |  |
| 4. Interest in position and our organization |  |
| 5. Overall motivation to succeed |  |
| 6. Appearance and habits (consider for position applied for) |  |
| 7. Poise |  |
| 8. Insight and alertness |  |
| 9. Personality (evaluate in relation to position applied for) |  |
| COMMENTS & RECOMMENDATIONS: |