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. Long term disability insurance 🞏

10. Pay days 🞏

11. Holidays 🞏

12. Tuition reimbursement 🞏

13. At will employment 🞏