

## INTERVIEW FORM

Date: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ Position applied for: \_\_\_\_\_

1. Give me a brief overview of your work experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Are you currently employed? \_\_\_\_\_ What are/were your job duties/responsibilities?  
\_\_\_\_\_  
\_\_\_\_\_
3. How would you describe your work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What part of your work do you enjoy the most? \_\_\_\_\_  
The least? \_\_\_\_\_  
\_\_\_\_\_
5. Why did you leave (or why do you want to leave?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Starting pay \_\_\_\_\_ Ending pay \_\_\_\_\_
7. Do you work well with others or better alone? \_\_\_\_\_
8. What are your strong points as they would affect potential employment at Spacely Sprockets? \_\_\_\_\_  
\_\_\_\_\_  
Weak points? \_\_\_\_\_
9. Did you ever receive any warnings at work? YES \_\_\_\_\_ NO \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Were you ever discharged by any of the employers listed on your application?  
YES \_\_\_\_\_ NO \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Review the job description with the applicant. Discuss the duties and responsibilities of the position.**

11. Attendance requirements for this position are \_\_\_\_\_  
Can you meet these requirements? YES \_\_\_\_\_ NO \_\_\_\_\_

12. What do you know about Spacely Sprockets? \_\_\_\_\_  
\_\_\_\_\_

**(Go on to explain Spacely Sprockets operations, benefits, opportunities, training, etc.)**

13. Why do you think Spacely Sprockets should hire you? \_\_\_\_\_  
\_\_\_\_\_

**Thanks for coming in to interview with us. We'll contact you soon with our decision.**

Interviewer Comments:

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