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| DivLogoSep2011 | | | | Interview Notes | | | | EHIRE-120  7-1-2020 |
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| **Interview Date:** | | | | | | | | |
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| **Candidate Name** | | |  | | **Interviewer (Print name)** | |  | |
|  | | | | | | | | |
| **Position Name/Number** | | |  | | **Interviewer Title** |  | | |
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| **Interviewer’s Questions**  *Prepare questions before the interview.* | | | | | | | | |
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| **General Questions** | | | | | | | | |
| **1.** | **Knowledge of Subject Matter (related to the position)** | | | | | | | |
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| **2.** | **Supervisory/Leadership Experience (if applicable)** | | | | | | | |
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| **3.** | **Career Goals** | | | | | | | |
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| **4.** | **Questions asked by the Candidate** | | | | | | | |
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**Interview Analysis**

*Complete this section after the interview. Check the statement that applies to each area.*

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| **Appearance:** | |  | |  | |  | |  | |
|  | Appearance unsuitable for position |  | Careless about appearance. Less suitable than average |  | Appearance suitable for position. |  | Better than average professional appearance. |  | Exceptionally professional appearance. |
| **Responsiveness:** | | | |  |  |  |  |  |  |
|  | Unfriendly, curt, not outgoing |  | Courteous but reserved, approachable & polite. |  | Friendly, sociable, good humored. |  | Outgoing, pleasant, charming. |  | Highly outgoing, extroverted. |
| **Attentiveness:** | | | |  |  |  |  |  |  |
|  | Has a difficult time paying attention. |  | Understands after additional explanation. |  | Attentive and understands readily. |  | Very attentive and engaged. |  | Extremely attentive & alert. |
| **Demeanor:** | | | |  |  |  |  |  |  |
|  | Nervous, ill at ease. Very uncomfortable. |  | Tense, hesitant, or at times seems uncomfortable. |  | Relaxed and poised. |  | Visibly confident and comfortable. |  | In control, handles the interview pressure well. |
| **Communication:** | | | |  |  |  |  |  |  |
|  | Communicates poorly or with hesitation. |  | Communicates freely but without logic or clarity. |  | Communication skills are average. |  | Communicates concisely. Focused, asks questions. |  | Communicates extremely well. |
| **Knowledge of UADA:** | | | |  |  |  |  |  |  |
|  | Little or no knowledge |  | Has some knowledge |  | Average amount of knowledge. |  | Well educated about UADA. |  | Abundant knowledge and understanding of UADA. |

**Additional Interview Notes:**

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