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| DivLogoSep2011 | Interview Notes | EHIRE-1207-1-2020 |
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| **Interview Date:**        |
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| **Candidate Name** |  | **Interviewer (Print name)** |  |
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| **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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