

# Employment Interview Analysis Form

Applicant's Name: \_\_\_\_\_

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

Evaluated By: \_\_\_\_\_

Overall Rating: \_\_\_\_\_

**Analysis Criteria Key:**

0- None Evident 1- Below Expectations 2- Meet Minimum Expectations 3- Good 4- Excellent

Analysis Criteria	0	1	2	3	4	Exceptional
<b>COMMUNICATION SKILLS (VERBAL AND NONVERBAL):</b> Includes capability to listen effectively, to receive and give written and/or oral instructions, and to respond clearly and directly. Ability to describe or explain information or instructions to others. Capability to prepare clear and concise reports when necessary. Includes eye contact, body language, general appearance, and appearance/completeness of job application and written program submitted.						
<b>INTERPERSONAL SKILLS:</b> Includes capability to work in a consultative role with a variety of individuals, to recognize strengths and limitations of self and others, to gain the confidence and trust of others, and to exhibit appropriate sensitivity to confidentiality. Capability to focus on task or performance rather than personality when relating to others.						
<b>JOB-RELATED EXPERIENCE:</b> Includes prior experience working with OSHA regulations; NFPA, EPA, DOT a plus. Prior experience conducting incident investigations: developing written programs, policies, and procedures; providing safety-related training; implementing safety programs, policies, and procedures; and working with safety committees.						
<b>TRANSFERABLE JOB SKILLS (INCLUDING COMPUTER EXPERIENCE):</b> Includes prior experience using the same or similar kinds of computer software or operating the same or similar types of machines, prior experience creating similar kinds of informational reports, and prior experience collecting and reporting statistical data.						
<b>LEADERSHIP EXPERIENCE:</b> Includes prior experience leading safety committees or similar groups, prior experience in volunteer or professional organizations. Capable of assuming leadership role and working within team structure. Willingness to delegate and sensitive to the interplay in group situations.						
<b>OVERALL ATTITUDE AND MOTIVATION TO SUCCEED:</b> Committed to ongoing career development. Demonstrates self-confidence and a positive attitude toward self and others. Prior experience and education indicate increased responsibilities and motivation to improve skills and abilities. Pursues goals with commitment and takes pride in accomplishment.						
<b>ORGANIZATIONAL SKILLS AND ADAPTABILITY:</b> Capability to control and/or adapt to interruptions, changes, or repetition; to prioritize tasks and do a thorough job on each task, and to complete assignments on time; to work within organizational policies and guidelines, and to quickly grasp new information, concepts, or methods. Ability to cope with in-depth questions in interview.						
<b>CHARACTER:</b> Candor in describing self in interview, spontaneity, and consistency of responses; willingness to discuss difficulties and shortcomings, and concern for others.						
<b>Total of All Columns:</b>						
<b>COMMENTS</b>						