

Employment Interview Analysis for Supervisor Position

Applicant's Name: _____

Date: _____

Evaluated By: _____

Overall Rating: _____

- Rating Scale:
1. Candidate's qualifications along this dimension are not acceptable.
 2. Candidate's qualifications along this dimension are minimally acceptable.
 3. Candidate's qualifications along this dimension are quite acceptable.
 4. Candidate's qualifications along this dimension are very good but not superior.
 5. Candidate's qualifications along this dimension are clearly superior.

Analysis Criteria	1	2	3	4	5
TRANSFERABLE JOB SKILLS: Includes prior experience supervising employees and handling issues related to training and motivating employees, correcting and disciplining employees; investigating accidents and injuries; resolving interpersonal conflicts between employees; and performing other supervisory responsibilities related to position applied for.					
JOB-RELATED EXPERIENCE: Includes prior experience performing similar type work as that being performed by the employees to be supervised; amount of in-depth knowledge employee has regarding the work being supervised; and employee's leadership and supervisory abilities exhibited through involvement in other organizations and activities outside of the company.					
WORK SCHEDULE: Includes prior experience with similar type work schedule and hours as this position (e.g., working away from home, being on call, working 12-hour shifts, and irregular schedule, etc.).					
RESPONSIBILITY, ORGANIZATIONAL SKILLS, AND ADAPTABILITY: Capability to do thorough job on each task and complete assignments on time; to work within organizational policies and guidelines, and to quickly grasp new instructions, concepts, or methods. Includes capability to control and/or adapt to interruptions, changes, or repetition. Includes types of responsibilities given/assumed in prior work or volunteer experience.					
INTERPERSONAL SKILLS: Includes capability to supervise and obtain the cooperation of a variety of individuals; to recognize strengths and limitations of self and others; to gain the confidence and trust of others; and to exhibit the appropriate sensitivity to feelings of others. Capability to focus on tasks or performance rather than personality when supervising others.					
OVERALL ATTITUDE AND MOTIVATION TO SUCCEED: Includes capability to take initiative, persist at tasks, and maintain high energy level. 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.					
COMMUNICATION SKILLS (VERBAL AND NONVERBAL): Includes capability to listen effectively, to receive and give written and 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. Includes eye contact, body language, general appearance, and appearance/completeness of job application.					
SAFETY KNOWLEDGE: Includes capability to understand and comply with company safety policies and procedures. Demonstrates knowledge of general safety principles and ability to provide safety instruction to employees and discipline employees caught violating safety policies. Includes knowledge and experience in safety training and use of personal protective equipment.					
(Multiply number of marks in each column by numerical value of column) Total of Each Column					
Total of All Columns:					
COMMENTS					