



Candidate: _____ Date/Time: _____ Interviewer: _____

Assign a rating to the applicant's response for each question. Add each rating value for a total score.

| Rating | Value | Description |
|--------------------------------|-------|--|
| Not Evident/ Not Acceptable | 0 | Unable to provide an acceptable response. Response fell substantially short of meeting the requirements for this position. |
| Weak | 1 | Response is below the standards acceptable for this position. The candidate does not demonstrate sufficient knowledge in this field. |
| Satisfactory | 2 | Response meets the requirements for this position. |
| Strong | 3 | Response clearly shows proficiency in this field or exceeds expectations. |
| Exceptional | 4 | The candidate's response far exceeds the expectations for this position. Demonstrates a very high degree of expertise in the field. |

1. Provide us with a brief summary of your qualifications and tell us what interests you about being a *JOB TITLE*

2. SKILL: COACHABLE/RECEIVES FEEDBACK

Tell me about a specific time when you received coaching feedback that you disagreed with. What actions did you take? What was the end result?

Not Acceptable (0) Weak (1) Satisfactory (2) Strong (3) Exceptional (4) Locus of Control: Internal External

3. SKILL: ATTENTION TO DETAIL

Tell me about a specific time when you struggled to grasp all the details necessary to do a task/job. What actions did you take? What was the end result?

Not Acceptable (0) Weak (1) Satisfactory (2) Strong (3) Exceptional (4) Locus of Control: Internal External

4. SKILL: ACCOUNTABILITY

It's easy to take responsibility when things go well. Describe a time when you stood up to take responsibility for something that failed. What did you learn or what would you have done differently?

Not Acceptable (0) Weak (1) Satisfactory (2) Strong (3) Exceptional (4) Locus of Control: Internal External



5. SKILL: CRITICAL THINKING

Tell me about a specific time when you encountered a roadblock and could not see any solution. What actions did you take? What was the end result?

Not Acceptable (0) Weak (1) Satisfactory (2) Strong (3) Exceptional (4) Locus of Control: Internal External

6. SKILL: CUSTOMER SERVICE

Tell me about a specific time when you found it difficult to meet a customer's expectations. What actions did you take? What was the end result?

Not Acceptable (0) Weak (1) Satisfactory (2) Strong (3) Exceptional (4) Locus of Control: Internal External

7. SKILL: RELATIONSHIP BUILDING

Tell me about a specific time when you struggled to build a rapport with a client. What actions did you take? What was the end result?

Not Acceptable (0) Weak (1) Satisfactory (2) Strong (3) Exceptional (4) Locus of Control: Internal External

8. SKILL: MULTI-TASKING

Tell me about a specific time when you were overwhelmed by multiple deadlines. What actions did you take? What was the end result?

Not Acceptable (0) Weak (1) Satisfactory (2) Strong (3) Exceptional (4) Locus of Control: Internal External

Comments:
