

INTERVIEW WORKSHEET -- page 1 of 3

Position: _____

Date: _____

Applicant: _____

Interviewer: _____

INTERVIEW ELEMENT:	RATING VALUES:						WEIGHTING (X) Total		NOTES:
	5	4	3	2	1	NA	x		
Credentials: (Education, licenses, certifications, and past achievements relative to, and required for the position.)	5	4	3	2	1	NA	x		
Technical Capabilities: (Skill and knowledge relative to, and required for the position.)	5	4	3	2	1	NA	x		
Experience and Work History: (Stability, reliability, progression steady and consistent as required for the position.)	5	4	3	2	1	NA	x		
Team and Individual Behaviors: (Initiative; self-starts/develops, team player, ambitious.)	5	4	3	2	1	NA	x		
Communication Skills: (Clarity, organization, fluency, active listening, etc., relative to, and required for the position.)	5	4	3	2	1	NA	x		
Impressions: (Appearance, grooming, poise, etc. relative to and required for the position.)	5	4	3	2	1	NA	x		
Mental Alertness: (Perceptiveness, alertness, intelligence, etc., relative to, and required for the position.)	5	4	3	2	1	NA	x		
Maturity: (Stability, confidence, self-reliance, knows strengths and weaknesses; relative to, and required for the position.)	5	4	3	2	1	NA	x		
Potential: (Demonstrated advancement, growth potential, flexibility and adaptability required for the position.)	5	4	3	2	1	NA	x		
Interview Preparation: (Knows MWR and/or Navy. Had job information; understands job; and asked relevant questions.)	5	4	3	2	1	NA	x		
OVERALL: (See reverse and additional pages.)	5	4	3	2	1				

Additional notes/comments:
