

INTERVIEW FORM (HR Office; updated 5/13/25)

INSTRUCTIONS: This form is used by hiring supervisors to document interview questions, record responses, and score the interview. The same questions must be asked of all applicants interviewed. You may have as many questions as you deem necessary. This page provides space for up to 5 questions. If necessary, use the "Interview Form -- Continued" page which provides space for 6 more questions. Use as many "Interview Form -- Continued" pages as needed. Decide on and record the questions before beginning the interviews. During the interview, summarize and write notes about the applicant's responses. After the interview, use the scoring key below to score each response, then calculate an "Interview Score (sum total)." The completed "Interview Form" for each interviewed applicant (with the questions, the responses of the interviewed applicant, and the scores) must be submitted to the HR Office at the end of the process when a selection is made.

RESOURCES FOR HIRING SUPERVISORS: Tips about conducting interviews and appropriate interview questions are available on the HR webpage under *Employment*, then under *Resources for Hiring Supervisors*.

IMPORTANT: All of the following identifying information is REQUIRED to be completed.

Applicant's Full Name:	Requisition #: R-
Job Title:	Department:
Date Interviewed:	Interviewed By:

Scoring Key: 5 = Outstanding 4 = Excellent 3 = Good 2 = Fair 1 = Poor 0 = No Answer

		Score
1	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;">Question:</div> <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;">Applicant's Response:</div>	
2	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;">Question:</div> <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;">Applicant's Response:</div>	
3	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;">Question:</div> <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;">Applicant's Response:</div>	
4	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;">Question:</div> <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;">Applicant's Response:</div>	
5	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;">Question:</div> <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;">Applicant's Response:</div>	
Interview Score (sum total):		

INTERVIEW FORM -- Continued

		Score
Question:		
	Applicant's Response:	
Question:		
	Applicant's Response:	
Question:		
	Applicant's Response:	
Question:		
	Applicant's Response:	
Question:		
	Applicant's Response:	
Question:		
	Applicant's Response:	
Interview Score (sum total):		