This form is used by the selection panelist to document the interview. The selection panel may determine if a lead panelist will ask all questions, or if each panelist will share this task.

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| Applicant’s Name: |       |
| Job Classification: |       | Position Number: |       |
| Interview Panel Member: |       | Date:  |       |

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| **Opening** |
| [ ]  Welcome |
| [ ]  Introductions |
| [ ]  Agency Overview |
| [ ]  Remind the applicant of the position, pay grade, and salary range. Provide a copy of the Position Description to the applicant and have the applicant review it carefully. Ask, “Can you perform all the duties listed on this PD?” Retrieve the PD. Applicant Response: [ ]  Yes [ ]  No  |
| [ ]  Introduce the concept of behavior interviewing:* You are looking for specific examples of experience that demonstrate applicants have the knowledge, skills, and abilities necessary to perform the essential functions of the position.
* You prefer work-related examples, but if there are none, you will also accept examples from life experiences.
* It is acceptable to “pass” on a question if a specific example does not readily come to mind and that you will return to that question later in the interview.
* The panel members will be taking notes throughout the interview.
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| [ ]  Ask if the applicant has any questions before beginning the interview.  |

**Assessment Scale**

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| Excellent | Applicant demonstrates *exceptional* Knowledge, skills, and abilities as it pertains to the question. Provides a relevant, specific, detailed example of a previous similar circumstance, his or her actions, and the result of the behavioral style questions.  |
| Very Good | Applicant demonstrates *better than average* knowledge, skills, and abilities as it pertains to the question. Provides a relevant, specific example of a previous similar circumstance, his or her actions, and the results for behavioral style questions.  |
| Good | Applicant demonstrates *basic* knowledge, skills, and abilities as it pertains to the question. Provides an example of demonstration of such knowledge, but may not identify his or her actions, or the results for behavioral style questions. |
| Fair | Applicant demonstrates *little* knowledge, skills, and abilities as it pertains to the question. Does not provide an example of a previous similar circumstance, his or her actions, or the results for the behavioral style questions. |
| Poor | Applicant demonstrates *no* knowledge, skills, and abilities as it pertains to the question. Does not provide an example of a previous similar circumstance, his or her actions, or the results for behavioral style questions.  |

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| **Interview Questions/Note- Taking** |
| Question #       |        |
| Candidate Response: (Document the Situation, Action, and Result for Behavioral Style Questions) |
| Assessment:  | Excellent | Very Good | Good | Fair | Poor |

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| --- | --- |
| Question #       |        |
| Candidate Response: (Document the Situation, Action, and Result for Behavioral Style Questions) |
| Assessment:  | Excellent | Very Good | Good | Fair | Poor |

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| --- | --- |
| Question #       |        |
| Candidate Response: (Document the Situation, Action, and Result for Behavioral Style Questions) |
| Assessment:  | Excellent | Very Good | Good | Fair | Poor |

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| --- | --- |
| Question #       |        |
| Candidate Response: (Document the Situation, Action, and Result for Behavioral Style Questions) |
| Assessment:  | Excellent | Very Good | Good | Fair | Poor |

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| **Closing** |
| [ ]  Explain to the applicant that the Local Health Department application has eliminated the criminal history questions from the application, known as Fair Chance Employment or Band the Box. Before proceeding, ask the applicant the following question and allow them an opportunity to explain any issues on their record. Have you ever been convicted of violating any law other than minor traffic violations?[ ]  Yes [ ] No  |
| Note Conviction, Date, and City and State: |
| [ ]  Explain that a background check is completed on final candidates that move further in the hiring process. |
| [ ]  At times, this position may require overtime and/or travel. Would this be an issue for you? [ ]  Yes [ ]  No |
| [ ]  Ask the applicant if he/she would like to share additional information or ask additional questions. |
| Additional comments/notes: |
| [ ]  Confirm that the applicant is still interested in the position? [ ]  Yes [ ]  No  |
| [ ]  Verify that the panel has the applicant’s permission to contact current and/or previous supervisor?  [ ]  Yes [ ]  No  |
| [ ]  Explain that the interview panel does not have the authority to make the actual hiring decision. Instead, the panel will make a recommendation to the agency’s Appointing Authority, through the appropriate channels.  |
| [ ]  Inform the applicant of the estimated start date and ask if the applicant has any concerns with this date. [ ]  Yes [ ]  No  |
| [ ]  Explain to the applicant if they are the candidate chosen for employment a transcript with the degree awarded must be provided, if applicable.  |
| [ ]  Thank the applicant for the time spent interviewing. Inform them how they will hear from you in the future. (email or phone call) Adjourn the interview. |

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| **Evaluation** |
| After the interview, the interviewer must evaluate each of the candidate’s responses individually and designate that it was *Excellent, Very Good, Good, Fair, or Poor.* The panel, as a whole, will later discuss those individual ratings and reach a consensus on a final, overall rating of the interview. |
| **Interview Panel Overall Rating**  |
| Excellent | Very Good | Good  | Fair | Poor |