

SAMPLE INTERVIEW REPORT - RETAIL HIRING SEMINAR - SBDC

Create a form like this using the issues most critical to your company. Add in room for comments.

CANDIDATE NAME: _____ Interview Date: _____
 POSITION INTERVIEWING FOR: _____

Instructions:

Rate each dimension using the scale below. Do not rate any dimension which you have not fully explored in an interview or by work samples. Provide COMMENTS in each area. Ratings should be based on varying importance of dimensions to the position requirements, not on an arithmetical average.

- 4. Generally does not meet criteria for dimension.
- 3. Meets minimum but not all criteria.
- 2. Meets all criteria for successful performance.
- 1. Generally exceeds all criteria for dimension.

A. ABILITY: Can this candidate do the job based on their experience and knowledge?

(1) Customer Service Skills:	4	3	2	1
(2) Evaluation related to specific position criteria:	4	3	2	1
ABILITY SUMMARY:	4	3	2	1

B. MOTIVATION: Will this person do the job, based on their attitude and desire to contribute to (your store)?

(1) Attitude to position and (company):	4	3	2	1
(2) Dependability:	4	3	2	1
MOTIVATION SUMMARY	4	3	2	1

C. FIT: Does this person have the professionalism and behavior to fit in our culture and business and to succeed here?

(1) Interpersonal Skills/Respects Others:	4	3	2	1
(2) Accepts responsibility	4	3	2	1
FIT SUMMARY:	4	3	2	1

Other Comments:

RECOMMENDATION:

- ____ Not recommended for this position
- ____ Good candidate, meets all basic requirements, acceptable for hiring
- ____ Excellent candidate, exceeds requirements in all areas, a "must" hire

Evaluator's signature and date: _____

Printed Name and Position: