**INTERVIEWING SKILLS SELF-EVALUATION**

Please review the last few interviews you have conducted and rate yourself.

1. Did you create an effective sourcing plan which resulted in a diverse population of qualified applicants? Yes \_\_\_ No \_\_\_

2. Were you well prepared for each interview? Yes\_\_\_ No \_\_\_

Did you review applicant materials and prepare questions in advance?

 Yes \_\_\_ No \_\_\_

Did you select and coordinate with other interviewers? Yes\_\_\_ No\_\_\_

3. Did you use a variety of types of questions and follow-up probes to get detailed information on behavior patterns and accomplishments relevant to the open position? Yes \_\_\_ No \_\_\_

4. Did you get the information needed to make a good decision? Yes \_\_\_ No \_\_\_

5. Are you satisfied you asked job-related, legal, and non-offensive questions of each applicant? Yes \_\_\_ No \_\_\_

6. Did you document each interview in a way which allows you to fairly and consistently evaluate and discuss each applicant? Yes \_\_\_ No \_\_\_

7. Do you think the applicant left with a favorable, professional impression of you and your organization? Yes \_\_\_ No \_\_\_