

# Talladega College Employment Interview Report

NAME OF APPLICANT: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

POSITION: \_\_\_\_\_  
(Job Title)

1<sup>ST</sup> INTERVIEW

2<sup>ND</sup> INTERVIEW

3<sup>RD</sup> INTERVIEW

INTERVIEWER: \_\_\_\_\_

**REPORT YOUR INTERVIEW IMPRESSIONS BY CHECKING THE MOST APPROPRIATE BOX IN EACH AREA.**

<b>1. APPEARANCE</b> (If relevant to particular position.)				
<input type="checkbox"/> Very untidy; poor taste in dress.	<input type="checkbox"/> Somewhat careless about appearance.	<input type="checkbox"/> Satisfactory personal appearance.	<input type="checkbox"/> Good taste in dress; better than average appearance.	<input type="checkbox"/> Well groomed; very neat; Excellent taste in dress.
<b>2. FRIENDLINESS</b> (If relevant to particular position.)				
<input type="checkbox"/> Appears very distant and unapproachable.	<input type="checkbox"/> Approachable; fairly friendly.	<input type="checkbox"/> Warm; friendly and sociable.	<input type="checkbox"/> Very sociable and outgoing.	<input type="checkbox"/> Extremely friendly and outgoing.
<b>3. POISE / STABILITY</b>				
<input type="checkbox"/> Ill at ease; appears extremely nervous.	<input type="checkbox"/> Somewhat tense; is easily irritated.	<input type="checkbox"/> As poised as the average applicant.	<input type="checkbox"/> Confident; appears to handle pressure well.	<input type="checkbox"/> Extremely well composed; appears to thrive under pressure.
<b>4. PERSONALITY</b> (Individuals behavioral characteristics or personal suitability for the job.)				
<input type="checkbox"/> Unsatisfactory for this position.	<input type="checkbox"/> Questionable for this position.	<input type="checkbox"/> Satisfactory for this position.	<input type="checkbox"/> Very desirable for this position.	<input type="checkbox"/> Outstanding for this position.
<b>5. CONVERSATIONAL ABILITY</b>				
<input type="checkbox"/> Talks very little; poor expression.	<input type="checkbox"/> Attempts expression, but does a fair job at best.	<input type="checkbox"/> Average fluency and expression.	<input type="checkbox"/> Talks well and "to the point."	<input type="checkbox"/> Excellent expression; extremely fluent.
<b>6. ALERTNESS</b>				
<input type="checkbox"/> Slow to "catch on."	<input type="checkbox"/> Rather slow; requires more than average explanation.	<input type="checkbox"/> Grasps ideas with average ability.	<input type="checkbox"/> Quick to understand; perceives very well.	<input type="checkbox"/> Exceptionally keen and alert.
<b>7. KNOWLEDGE OF WORK FIELD</b>				
<input type="checkbox"/> Poor knowledge of work field.	<input type="checkbox"/> Fair knowledge of work field.	<input type="checkbox"/> Average knowledge of work field.	<input type="checkbox"/> Well informed; knows more than the average applicant.	<input type="checkbox"/> Has excellent knowledge of work field.
<b>8. EXPERIENCE</b>				
<input type="checkbox"/> No experience or background in position applied for.	<input type="checkbox"/> Very little experience or background in position applied for.	<input type="checkbox"/> Average amount of meaningful background and experience.	<input type="checkbox"/> Background very good. Considerable experience.	<input type="checkbox"/> Excellent background and experience.
<b>9. DRIVE / MOTIVATION</b>				
<input type="checkbox"/> Has poorly defined goals and appears to act without purpose.	<input type="checkbox"/> Appears to set goals too low. Puts forth little effort to achieve set goals.	<input type="checkbox"/> Appears to have standard goals. Puts forth some effort to achieve set goals.	<input type="checkbox"/> Appears to strive hard; has high desire to achieve set goals.	<input type="checkbox"/> Appears to set high goals. Strives hard and has reached most goals.
<b>10. OVERALL</b>				
<input type="checkbox"/> Unsatisfactory.	<input type="checkbox"/> Substandard.	<input type="checkbox"/> Average.	<input type="checkbox"/> Above Average.	<input type="checkbox"/> Outstanding.

