

STANDARDS FOR COMPARISON Interview Worksheet

Create standards from your job analysis. Organize the information you receive from the analysis and the interview so that your evaluation for each candidate will be based upon a consistent standard. After developing your requirements, copy this form and use one for each candidate you interview.

The form may be used in three steps: 1). in preparation for the interview; 2). as a reference during the process; 3). as an evaluation tool when the interview is complete. It can also be useful as a reference tool during Performance Reviews.

SKILLS & BACKGROUND REQUIREMENTS:	Notes on this candidate: Name:
<u>Technical/Educational:</u>	
<u>Years Experience</u>	
<u>Other</u>	
<u>QUALITIES AND TRAITS DESIRED</u>	