**In-Person Interview Form[[1]](#endnote-1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   Candidate Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Does not meet the Requirement | Meets the Requirement | Exceeds the Requirement | Far Exceeds the Requirement |
|  Technical Skills |  |  |  |  |
| * Requirement 1
 |  |  |  |  |
| * Requirement 2
 |  |  |  |  |
| * Etc.
 |  |  |  |  |
|  Competencies |  |  |  |  |
| * Competency 1
	+ Lead question:
	+ Response:
	+ Follow-up question & response:
 |  |  |  |  |
| * Competency 2
	+ Lead question:
	+ Response:
	+ Follow-up question & response:
 |  |  |  |  |
| * Etc.
 |  |  |  |  |
|  Summary |  |  |  |  |
| * Knowledge
 |  |  |  |  |
| * Skills
 |  |  |  |  |
| * Abilities
 |  |  |  |  |
| * Organizational / cultural fit
 |  |  |  |  |
|  Overall comments |
|  Recommendation |
| * Make offer
 |
| * Do not make an offer
 |

1. Victoria A. Hoevemeyer, High-Impact Interview Questions, Second Edition (New York: AMACOM, 2018). [↑](#endnote-ref-1)