**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)