

# Completed Online Interview Guide

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## INTERVIEW INFORMATION

**Candidate Name:** Sandy Peterson

**Position:** Software Operator

**Date Invited:** Dec 15, 2003

**Hiring Manager:** John Smith

**Company:** Acme, Inc.

**Date Completed:** Dec 15, 2003

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## NOTES FROM JOB DESCRIPTION

**Observable skills/knowledge/abilities critical to the job:**

**Adaptable/Flexible:**

Flexible; deals with change; tolerates ambiguity; not rigid; shifts gears comfortably.

**Organization/Time Management:**

Organizes self and tasks to maximize accomplishment; prioritizes tasks; uses time effectively.

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## NOTES FROM THE RESUME

Documented Examples of Skills

Related Work Experience

Red Flags – Areas to Probe


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## EVALUATE RESPONSES

**Adaptable/Flexible** – Tolerance of unstructured work, calmness about ambiguity/change, ability to develop a plan to deal with lack of structure.

**Question:** "Tell me about a specific situation at work where you adjusted quickly to organizational changes."

**Candidate Response:**

In my current company in the past year we have gone through two complete changeovers of our data processing software. We use some specialized software in the work that we do, so it's all custom made.

Just over a year ago we were still using a program that was pretty much a "command driven" type of program. It was out of date and clumsy to use. The company didn't want to change because it would mean changes and potentially re-entering much of the data that we had collected over the years. Finally about a year ago they changed to a menu driven program and we all had to adapt to it quickly.

Then after only 6 months they changed again to a windows version of the same software. It meant relearning everything again after only months. I adapted quickly and became known as a person to go to for answers for the new program.

**Interviewer Notes:**

Situation	Action	Outcome

**Organization/Time Management** – Plans and prioritizes work; manages time pressures; deals with pressure through good planning.

**Question:** "From time to time we are confronted by people who waste our time at work. Describe a recent situation where this has happened to you. How did you deal with the person?"

**Candidate Response:**

Where I work it happens on a daily basis. First the office area where I work is poorly designed and constructed. So, we have cubicles with doors, but there are windows to the hall and people can see you are there. Second the acoustics are terrible so they can hear everything you say. Needless to say, it accounts for many interruptions.

I have learned to deal with it in several ways. If a person walks in to my office and begins talking and I am busy I have learned to be very direct. I usually say something like, "I am sorry I am really busy now and have to get something done. Is this something we can discuss later? Maybe we should set an appointment time to meet when I can concentrate better on what you want to discuss." Most times the person interrupting does not have a good reason. When I directly, firmly but nicely confront them, they usually apologize, leave and do not set up a time to meet. And, they acknowledge that they didn't have anything important to talk about. The second way I have dealt with this problem is by having a place close to my office to go work without interruption. It happens to be a conference room nearby.

**Interviewer Notes:**

Situation	Action	Outcome

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**CANDIDATE COMMENTS**

Thank you for considering me for this position. Please feel free to contact me at any time via email or call me at the number listed on my resume. The best time to reach me is weeknights between 5pm and 7pm.

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**INTERVIEW GUIDE SUMMARY**

**Summarize your notes and the interview based on job-related criteria only!**

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## Interviewer's Evaluation of Candidate

Candidate's Name:	Sandy Peterson	Open Position:	Software Operator
Hiring Manager:	John Smith	Company:	Acme, Inc.

Complete this evaluation form after each interview. Please keep specific requirements of position in mind and rate only those items that relate to position requirements.

Candidate is:     Internal Candidate             Managerial  
                           External Candidate             Other (Please Specify) \_\_\_\_\_

Skill Categories	Above Average	Meets Requirements	Below Minimum Requirements	N/A
<b>Adaptable/Flexible</b> Flexible; deals with change; tolerates ambiguity; not rigid; shifts gears comfortably.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Organization/Time Management</b> Organizes self and tasks to maximize accomplishment; prioritizes tasks; uses time effectively.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Personal attributes</b> Consider this individual's personality, attitude, and motivation with reference to the requirements of the job. Will this individual be an asset in this position?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Ability to handle responsibility</b> Does the candidate seem to have the ability/capabilities to handle the responsibilities of this position?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communication skills</b> Does the candidate have the communication skills to obtain full cooperation from subordinates, to work effectively with fellow managers, superiors, and, if applicable, customers or vendors?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Recommendation:**     Recommend For Hire     Not a Match     No Decision Yet

***Please provide your overall opinion of candidate and any additional comments on any of the above areas.***

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Interviewer's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date