<b>BEFORE</b> Prepare before		C Complete during	AFTER	Complete after
INTERVIEW INFORMATI	ON			Sefore
Candidate's name: Jane Smith Position hiring for: Product Mana nterviewer: Tom Jones	ger		e: June 20th ne: 2:30pm	
NOTES FROM JOB DESC	RIPTION			🕈 BEFORE
Dbservable skills/knowledge/abi	ities critical to	o the job:		
Motivation/Achievement:	Works hard to	o accomplish tasks and	overcome obsta	cles.
Decision Making/ Judgments	Making effecti	ive, realistic decisions w	vithin organizatio	nal guidelines based upor
Decision Making/Judgment:				
	analysis, wisd	lom and experience.	oduroo	
Following Procedures:	analysis, wisd Follows estab	lom and experience. lished policies and proc		to problems
	analysis, wisd Follows estab	lom and experience.		to problems.
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Following Procedures:	analysis, wisd Follows estab Ability to find i	lom and experience. lished policies and proc		to problems.
Following Procedures: Resourcefulness:	analysis, wisd Follows estab Ability to find t ME	lom and experience. lished policies and proc	ovative solutions	
Following Procedures: Resourcefulness: NOTES FROM THE RESU	analysis, wisd Follows estab Ability to find t ME	lom and experience. Ished policies and proc resources or create inno	ovative solutions	Sefore
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Explain the Interview:				
<ul> <li>Total interview time will be</li> </ul>				
Process				
questions related 🕞 back	ground on the job 🖒	You'll have the opportunity to ask any questions.	Wrap up - I'll explain what happens next.	
<ul> <li>Discuss expected behavior Interviewer: I will take notes to eva Candidate: Take your time in response</li> </ul>	aluate you fairly. I may ask yo onding to questions. Take no	ou to repeat so I can f otes on any questions	ully understand. you have. (Offer paper and po	encil.)
ASK INTERVIEW QUESTION	١S		Z DU	RIN
<u></u>		$O_{\rm AM}$		
EVALUATE RESPONSES			🗟 DU	RIN
<b>Iotivation/Achievement</b> – Takes initia	ative: overcomes obstacle	es to accomplish tas	sks.	
Describe a recent time when you were	required to motivate you	rself to get somethin	ng done. What did you do?	"
		rself to get somethin	ng done. What did you do? Outcome	II
Describe a recent time when you were Situation	required to motivate you Action	rself to get somethin		II
		rself to get somethin		11
		rself to get somethin		"
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		rself to get somethin		•
Situation	Action			"
	Action			
Situation	Action			
Situation	Action		Outcome	
Situation	Action		Outcome	•
Situation	Action		Outcome	•
Situation	Action		Outcome	•
Situation	Action		Outcome	
Situation	Action		Outcome	•
Situation	Action		Outcome	•

**Decision Making/Judgment** – Effectiveness of decisions; willingness to make decisions, involving others when appropriate; sought for his/her advice.

"Describe the best work decision you have made in the last six months."

Situation	Action	Outcome	
			1
			<u></u>

"Describe a decision where you involved many people in the process. How did you go about involving everyone?"

Situation	Action	Outcome	

Following Procedures – Ability to follow and enforce policies and procedures.

"All jobs have some unpleasant tasks. Recall for me the most unpleasant task you were required to do at work."

Situation	Action	Outcome
A.V.	<u></u>	

"Describe a time when you chose not to follow a company procedure or policy. Why? What did you do?"

Situation	Action	Outcome
		;
<u>sourcefulness</u> – Develops new	solutions to problems; overcomes ob	ostacles.

"Describe a recent situation at work where you overcame major obstacles to get something done."

Situation	Action		Outcome
		and and a second se	

WRAP UP THE INTERVIEW

- Quote adequate time to make a decision.
- Thank the candidate.

## INTERVIEW GUIDE SUMMARY

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

OUTCOME / DECISION

401K, health/life insurance, tuition reimbursement

#### **Primary Accountabilities:**

**Overview of Benefits:** 

**Promotional Opportunities: Training Requirements: Direct/Indirect Reports:** 

Location:

**Qualifications:** 

As Product Manager, you will guide a team that is charged with a product line contribution as a business unit. This extends from increasing the profitability of existing products to developing new products for the company. You will build products from existing ideas, and help to develop new ideas based on your industry experience and your contact with customers and prospects.

3+ years product mgmt experience, bachelors

### Summary about Organization:

We are a software development firm based in Sunnyvale, CA. Since our founding in 1982, we have been a leader in the research and development of innovative technology. The Company has been a pioneer in the areas of digital imaging, voice recognition and multimedia.

## **Performance Evaluation:**

HQ, Sunnyvale

None

# EXPLAIN THE JOB & ORGANIZATION

🕅 AFTER

• Be honest about what happens next.

- No promises!

## 🕅 AFTER

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🗏 DURING

🕈 DURING

BEFORE

# Interviewer's Evaluation of Potential Candidate

Candidate's Name:	Jane Smith	Open Position:	Product Manager
Interviewer:	Tom Jones	Interview Date:	June 20th 2:30pm
Position Location:	HQ, Sunnyvale		

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 External Candidate Managerial X Other (Please Specify)

Skill Categories	Above Average	Meets Require– ments	Below Minimum Require– ments	N/A
Motivation/Achievement Works hard to accomplish tasks and overcome obstacles.	X	X	X	Х
<b>Decision Making/Judgment</b> Making effective, realistic decisions within organizational guidelines based upon analysis, wisdom and experience.	X	X	X	X
Following Procedures Follows established policies and procedures.	X	X	X	Х
Resourcefulness Ability to find resources or create innovative solutions to problems.	X	X	X	Х
<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?	X	X	X	X
Ability to handle responsibility Does the candidate seem to have the ability/capabilities to handle the responsibilities of this position?	X	X	X	X
<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?	$\times$	X	$\times$	X

**Recommendation:** 

X Recommend For Hire

Not a Match

X No Decision Yet

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

Interviewer's Signature

Title

Date