

INTERVIEW GUIDE

CANDIDATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| EMPLOYER |  |
| BEGINNING DATE - ENDING DATE |  |
| TYPE OF BUSINESS |  |
| TITLE / POSITION |  |
| BEGINNING WAGES – ENDING WAGES |  |
| EXPECTATIONS |  |
|  |  |
|  |  |
| RESPONSIBILITIES |  |
|  |  |
|  |  |
| ACCOMPLISHMENTS |  |
|  |  |
|  |  |
| LESSONS LEARNED |  |
|  |  |
|  |  |
| MOST ENJOYABLE |  |
|  |  |
|  |  |
| LEAST ENJOYABLE |  |
|  |  |
|  |  |
| REASON FOR LEAVING |  |
|  |  |

|  |  |
| --- | --- |
| SUPERVISOR/MANAGER NAME AND POSITION |  |
|  |  |
| DESCRIBE YOUR PERFORMANCE APPRAISALS |  |
|  |  |
|  |  |
| WHAT WOULD HE/SHE TELL ME WERE YOUR STRENGTHS AND WEAKNESSES |  |
|  |  |
|  |  |
| SUPERVISOR’S STRENGTHS AND WEAKNESSES |  |
|  |  |
|  |  |
| STILL THERE? IF NOT, WHERE IS HE/SHE NOW? |  |
|  |  |
| PERMISSION TO CONTACT / SHOW AS A REFERENCE? |  |