

## K-State Student Union Interview Review Form

*This form is to be filled out immediately after every interview. Each Search Committee Member completes an Interview Review Form. Completed forms should be returned to HR.*

Interviewee Name: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Initial Interview

Second Interview

Review of Interview	1 - Unsatisfactory	2 - Needs Improvement	3 - Average	4 - Above Average	5 - Exceptional	N/A
Educational Background (Appropriate education &/or training?) Comments:						
Prior Work Experience (Acquired same or similar skills/qualifications through past employment?) Comments:						
Technical Qualifications and Experience. Comments:						
Interpersonal Skills/Communication (Firm handshake, body language - eye contact) Comments:						
Interview Reflected Information on Application/Résumé (Discussed jobs in interview that were not indicated on application?) Comments:						
Articulation of Answers; Appropriateness of Answers (Ability to provide in-depth responses; able to provide Situation, Action & Result w/o prompting?) Comments:						
Customer Service Skills (Demonstrated high level of customer service through interview responses?) Comments:						
Appearance/Attire (Appropriate based on position interviewing for?) Comments:						
Responses in Line with Behavior Necessary for Job Success Comments:						
Arrived on Time, Prepared and Engaged Comments:						
Employment History (Length of employment; Gaps in employment) Comments:						
Application Materials (Formatting errors; typos) Comments:						
Knowledge of the K-State Student Union (Familiar w/ services provided, etc.?) Comments:						
Enthusiasm for the Position (Displayed enthusiasm for the position & the Union?) Comments:						
Asked Relevant Questions During Interview. Comments:						
Salary Expectations In Line with Salary Range Advertised. Comments:						
<b>Column Totals:</b>						

Circle your personal recommendation for the candidate: This candidate **SHOULD** or **SHOULD NOT** be considered further.