Intermediate Job Classification Interview Form

Candidate Information:

- Name:

- Position Applied for:

- Date of Interview:

- Interviewer(s):

Rating Scale:

1. Poor

2. Below Average

3. Average

4. Above Average

5. Excellent

Interview Questions:

1. **Experience and Skills:**

   - Can you provide examples of your previous experience that demonstrate your readiness for the responsibilities outlined in the job description?

     - Rating: [ ]

     - Notes:

   - How do you prioritize and manage multiple tasks effectively?

     - Rating: [ ]

     - Notes:

2. **Project Management and Leadership:**

   - Describe a project or event you managed in the past. What was your role, and how did you ensure its success?

     - Rating: [ ]

     - Notes:

   - How do you approach mentoring and providing support to other team members?

- Rating: [ ]
- Notes:

3. **Professionalism and Communication:**

- How do you maintain professionalism in your work interactions?
    - Rating: [ ]
    - Notes:
- Give an example of a challenging communication situation you handled effectively.
    - Rating: [ ]
    - Notes:

4. **Technology Skills:**

- What technical skills do you possess that are relevant to this position?
    - Rating: [ ]
    - Notes:
- Are you comfortable adapting to new technology or software tools?
    - Rating: [ ]
    - Notes:

5. **Teamwork and Collaboration:**

- Describe a time when you successfully collaborated with others to achieve a common goal.
    - Rating: [ ]
    - Notes:
- How do you handle conflicts or disagreements within a team setting?
    - Rating: [ ]
    - Notes:

6. **Career Development and Motivation:**

- What are your career goals, and how does this position align with them?
    - Rating: [ ]

- Notes:
- What motivates you to excel in a challenging work environment?
  - Rating: [ ]
  - Notes:

Total Rating:

- Candidate's Total Points: [ ]

Additional Notes:

- Overall impression of the candidate:
- Strengths observed during the interview:
- Areas for potential growth or improvement: