



Post Interview Checklist

Applicant: _____

Date: _____

Position: _____

Interviewer: _____

Interviewers Comments

A. Rate the applicant on the following (1 = 0; 10 = high)

- Apparent Knowledge _____
- Apparent Interest _____
- Experience/Skill _____
- Reasonable Expectations _____
- Ability to Perform the Job _____
- Education/Training _____
- Timely Availability _____
- Past Employment Stability _____
- Other Factors Relevant to the Job _____

B. List the specific comments that reveal the candidate's strengths and weaknesses for the job being considered.

- Attitude Toward Previous Job _____
- Attitude Toward Previous Boss _____
- Expectations about Job Duties _____
- Career or Occupational Expectations _____
- Other Specific Comments about Applicant _____

C. Follow Up - Actions Required

- None
- Testing
- Supervisory Interview
- Follow Up Interview
- Applicant Unacceptable for Job under Consideration
Reconsider for job as: _____
- Applicant Unacceptable (File)
- Notify Applicant of Rejection