**FORM**

**F-1**

**Abbreviated**



**FINAL INTERVIEW**

**Position Title/Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Requisition Number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interviewer’s Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before the interview:**

1. Review the position’s duties. Identify 6-9 key *responsibilities* (e.g. answering phones, research), *technical skills* (e.g., operating equipment), and/or *behaviors* (e.g., Teamwork, Empathy) that you would like to evaluate in the interview and reference checks. You will likely discuss each one for at least five minutes, so 6-9 are usually sufficient.
2. Insert the name of the *responsibility/skill/behavior* in the appropriate box on the following pages; print for each candidate.

**During the Interview:**

1. Begin the interview by asking: ***What interests you the most about this position?*** (Text in blue italics is suggested script.)
2. Then, for each *responsibility/skill/behavior*, briefly describe how it relates to the job to help build rapport and to share information about the role and the agency. Follow up with the questions below. As appropriate during the discussion, you may describe recent high points and low points for your agency and for other employees in this or similar positions to give the candidate a realistic preview of the job. You may also ask the candidate how he or she might address some of the challenges he or she is likely to face in this role.

|  |
| --- |
| **Question Format for Responsibilities/Skills/Behaviors**1. *[Responsibility/skill/behavior] is important in this position because…. The person hired for this role will be expected to….*
2. *Please describe your biggest accomplishment related to [responsibility/skill/behavior] during your career or past experiences.*

Suggested follow-up questions:* *What did you do specifically? How?*

(Probe until you understand exactly what s/he did and how. Note the pertinent organization and the applicant’s supervisor at the time if mentioned.)* *What was the outcome?*
1. *Tell us about a low point related to [responsibility/skill/behavior] during your career?*

Suggested follow-up questions:* *What did you learn from that?*
* *What would you have done differently?*
* *What do you think you still need to develop?*

*When we visit with your last supervisor, how will he/she rate you in this area on a scale of 1-10? Why?* |

1. Rate the candidate’s ability to perform the responsibility or demonstrate the skill/behavior. You may rate responses during the interview or after the interview.
2. At the end of the interview, ask: ***What questions do you have for us about the job or the agency?***
3. Use the time to sell the job and the agency to the applicant, but be realistic (refer to the *F-1 Tip Sheet* for detailed suggestions).

**After the Interview:**

1. Finish taking notes and rating the candidate’s responses.
2. Discuss each of your ratings with other interviewers and come to consensus. Indicate the total number of ratings below.

 **A B C**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicate the total number of ratings here🡪** |  |  |  |

|  |  |
| --- | --- |
| 1. **[Responsibility/Skill/behavior]**
 | 🞏 **A**=Strong 🞏 **B**=Moderate🞏 **C**=Weak/None |
| Notes: |
| 1. **[Responsibility/Skill/behavior]**
 | 🞏 **A**=Strong 🞏 **B**=Moderate🞏 **C**=Weak/None |
| Notes: |
| 1. **[Responsibility/Skill/behavior]**
 | 🞏 **A**=Strong 🞏 **B**=Moderate🞏 **C**=Weak/None |
| Notes: |
| 1. **[Responsibility/Skill/behavior]**
 | 🞏 **A**=Strong 🞏 **B**=Moderate🞏 **C**=Weak/None |
| Notes: |
| 1. **[Responsibility/Skill/behavior]**
 | 🞏 **A**=Strong 🞏 **B**=Moderate🞏 **C**=Weak/None |
| Notes: |
| 1. **[Responsibility/Skill/behavior]**
 | 🞏 **A**=Strong 🞏 **B**=Moderate🞏 **C**=Weak/None |
| Notes: |

|  |  |
| --- | --- |
| 1. **[Responsibility/Skill/behavior]**
 | 🞏 **A**=Strong 🞏 **B**=Moderate🞏 **C**=Weak/None |
| Notes: |
| 1. **[Responsibility/Skill/behavior]**
 | 🞏 **A**=Strong 🞏 **B**=Moderate🞏 **C**=Weak/None |
| Notes: |
| 1. **[Responsibility/Skill/behavior]**
 | 🞏 **A**=Strong 🞏 **B**=Moderate🞏 **C**=Weak/None |
| Notes: |