**Employment Interview and Evaluation Checklist**

|  |  |
| --- | --- |
| **INSTRUCTIONS:** | * The interviewer completes Sections 1, 2 and 3.
 |
|  | * The senior partner completes Sections 4 and 5.
 |

**SECTION 1 – INITIAL INTERVIEW:**

|  |
| --- |
| Name of Applicant: |
| Position Applied for: |
| Date of Initial Interview: |
| Interviewer: |

1. List any important questions you plan to ask the interviewee during the interview. Check the evaluation overleaf to assist in developing appropriate questions:

|  |  |  |  |
| --- | --- | --- | --- |
| Your question: |  | Interviewee’s answer: |  |
| 1. |  |  | 1. |  |  |
| 2. |  |  | 2. |  |  |
| 3. |  |  | 3. |  |  |
| 4. |  |  | 4. |  |  |
| 5. |  |  | 5. |  |  |
|  |  |  |  |  |  |

1. Sometime during the interview please ensure that you discuss the relevant firm policies on:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🞏 | Advancement | 🞏 | Independence | 🞏 | Holidays |
| 🞏 | Firm culture | 🞏 | Mission statement | 🞏 | Business development |
| 🞏 | CPD | 🞏 | Overtime | 🞏 | Benefits (e.g. travel) |
| 🞏 | Client confidentiality | 🞏 | Client relationships | 🞏 | Expense reimbursement |
| 🞏 | Workplace health and safety | 🞏 | IT policy (including internet policy on social media, pornography etc.) | 🞏 | Other administration / cultural issues |

|  |  |
| --- | --- |
| Rating: | Rate the applicants on each of the items below, according to the following scale |
|  | 1 | = | Outstanding |
|  | 2 | = | Above average |
|  | 3 | = | Average |
|  | 4 | = | Below average |
|  | 5 | = | Not acceptable |
|  | 6 | = | Unable to evaluate |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |  |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | **Work Experience:** Does prior work experience appear to indicate the ability to assume responsibility and work well with other people? |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | **Organisational Skills:** Did the candidate provide examples of prioritising a varied workload? |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | **Qualifications:** Does the candidate have the necessary educational background/experience adequate for the position? |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | **Personality:** Did the candidate display a friendly personality? |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | **Maturity and Judgement:** Did the candidate appear to possess maturity and sound judgement? |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | **Communication:** Did the candidate express his or her ideas and thoughts in a concise, articulate manner? |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | **Attitude and Enthusiasm:** Was an appropriate attitude and level of enthusiasm displayed? |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | **Employment Objectives:** Did the candidate appear to be compatible with the position sought? |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | **Quality of Responses:** Were the responses to questions indicative of careful thought? |

1. Comments:

|  |
| --- |
|  |
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|  |
|  |

1. Recommendation:

|  |  |
| --- | --- |
| 🞏 | Arrange second interview |

|  |  |
| --- | --- |
| 🞏 | Terminate application |

**SECTION 2 – OTHER INFORMATION:**

Attach the following additional information from the candidate:

|  |  |  |
| --- | --- | --- |
| 🞏 | Employment application |  |
| 🞏 | Academic record |  |
| 🞏 | Resume |  |
| 🞏 | Reference, recommendation letters |  |
| 🞏 | Others – please specify |  |

**SECTION 3 – REFERENCE CHECK:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Reference 1** | **Reference 2** | **Reference 3** |
| Date of enquiry |  |  |  |
| Person making enquiry |  |  |  |
| Name of prior employer or reference |  |  |  |
| Phone number |  |  |  |
| Position held |  |  |  |
| Duties and responsibilities |  |  |  |
| Would prior employer re-hire applicant? |  |  |  |
| Did applicant work well with others? |  |  |  |
| Did applicant have the ability to work under pressure and manage differing workload priorities? |  |  |  |
| Does prior employer believe applicant has necessary skills for this position? |  |  |  |
| Does prior employer have concerns about applicant’s honesty and integrity? |  |  |  |

**SECTION 4 – SUMMARY:**

|  |  |
| --- | --- |
| 🞏 | No offer made |

|  |  |
| --- | --- |
| 🞏 | Employment offer made |

|  |  |
| --- | --- |
| Date of offer: | Planned starting date: |
| Starting salary: | Budgeted salary: |
| Benefits: |
| Approved by: |

**SECTION 5 – FOLLOW UP IF OFFER IS MADE:**

|  |  |
| --- | --- |
| 🞏 | Offer is accepted (file form in personnel file) |

|  |  |
| --- | --- |
| 🞏 | Offer is rejected (file form in ‘not hired’ file) |