Employee Hiring Worksheet

From the AAPPM Resource Center

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Employee Hiring Worksheet

Confidential

Prospective Employee Name ______________________________________________________

Date of Interview ___________ Interviewer ______________________________________

Start by explaining the position for which they have applied. Then as you ask your questions, jot down brief notes just below each one. Listen to their responses but in the course of doing so, observe their body language and pay special attention to any pauses and hesitations.

Some of the things to look for during the interview

- Personal appearance/hygiene
- Professional conduct
- Speaks clearly
- Seems honest
- Discreet
- On time for appointment
- Open to learning
- Sensitive, listens
- Cheerful and interested

Why did you apply for this job? _______________________________________________________________________

Tell me about your qualifications and skills as you see them for the position I have described.

_________________________________________________________________________________________________

Do you have any physical conditions which may limit your ability to perform this job?

_________________________________________________________________________________________________

If you could design the ideal job for yourself, what would it be like?

_________________________________________________________________________________________________

How do you feel you have contributed to your last job? ________________________________________________

What characteristics about yourself do you like best?

_________________________________________________________________________________________________

Why did you leave your last job? ______________________________________________________________________

What do you think motivates you to do an outstanding job?

_________________________________________________________________________________________________

How flexible can you be in your working days and hours?

_________________________________________________________________________________________________

Would you have any objections to my contacting your present employer as one of your references? _____________

Describe your short and long term career goals

_________________________________________________________________________________________________

What accomplishment, event, project, etc. were you most proud of?

_________________________________________________________________________________________________