

# JOB INTERVIEW SCORE SHEET

*(to be completed by the interviewer)*

Name of Applicant: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewer: \_\_\_\_\_

OVERALL TOTAL: Presentation \_\_\_\_\_ Situational \_\_\_\_\_ = \_\_\_\_\_

<b>PROFESSIONAL PRESENTATION</b>	Excellent	Good	Average	Below Average	Poor	No Answer	Comments
Demonstrates the ability to understand & respond to interview questions; presents information logically & gets to point quickly.	5	4	3	2	1	0	
Demonstrates interest in position & enthusiasm for interview; expresses some general knowledge about USF program &/or field.	5	4	3	2	1	0	
Able to communicate career plans with justification & sincerity; goals & objectives well thought out.	5	4	3	2	1	0	
Meets position "preferred requirements": College degree (AS or BS) in biological or life sciences, animal science, vet technology	5	4	3	2	1	0	
One year of work experience in animal care & handling in a research or veterinary environment	5	4	3	2	1	0	
Certified: AALAS or CVT	5	4	3	2	1	0	
<b>TOTAL (Add up the points)</b>							<b>GRAND TOTAL:</b>

SITUATIONAL QUESTIONS	Excellent	Good	Average	Below Average	Poor	No Answer	Comments
Tell me about yourself.	5	4	3	2	1	0	
Tell me about a time when you were responsible for an aspect of a job that was particularly difficult for you. Why was it difficult? How did you deal with it?	5	4	3	2	1	0	
What do you expect from your supervisor?	5	4	3	2	1	0	
What characteristics or attributes are important for someone to have to be an effective employee? How do you demonstrate these characteristics and attributes? Give examples	5	4	3	2	1	0	
What do you think is the key to making a team work? <ul style="list-style-type: none"> <li>• Give an example of what you did in your last or current position to contribute toward a teamwork environment.</li> <li>• What about a situation when you had to work as part of a team that was not getting along well and how you dealt with it?</li> </ul>	5	4	3	2	1	0	
Give an example of a time when something you tried to accomplish failed. What did you learn from that failure?	5	4	3	2	1	0	
Out of all the jobs you have had, past and present, which one was the best, which one was the least desired. Why?	5	4	3	2	1	0	
What do you consider to be your greatest strength as an employee?	5	4	3	2	1	0	
Tell me how you deal with those who express the sentiment, "Why change when we have always done it this way?"	5	4	3	2	1	0	
Professionally speaking, what are your short-term goals? Long term goals?	5	4	3	2	1	0	
Can you meet the requirement for job attendance? Working weekends & holidays & occasional overtime?	5	4	3	2	1	0	
TOTAL (Add up the Points)							<b>GRAND TOTAL:</b>

COMMENTS: \_\_\_\_\_

\_\_\_\_\_