

## Interview Record

Date of Interview	
Candidate Name	
Panel Member	

**Grading:**

1. Unacceptable
2. Poor
3. Acceptable
4. Good
5. Very Good

<b>S</b>	<b>Situation</b>	Detail the background. Provide a context. Where? When?
<b>T</b>	<b>Task</b>	Describe the challenge and expectations. What needed to be done? Why?
<b>A</b>	<b>Action</b>	Elaborate your specific action. What did you do? How? What tools did you use?
<b>R</b>	<b>Results</b>	Explain the results: accomplishments, recognition, savings, etc. Quantify.

**Interview Questions:**

<b>Question 1</b>				
Can you tell me a bit about yourself and where you would like to see yourself in 5 years' time?				
<b>Unacceptable</b>	<b>Poor</b>	<b>Acceptable</b>	<b>Good</b>	<b>Very Good</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Question 2</b>				
Can you give an example of how you have dealt with a challenging situation? Tell us what the situation was and how it was resolved?				
<b>Unacceptable</b>	<b>Poor</b>	<b>Acceptable</b>	<b>Good</b>	<b>Very Good</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Question 3**

Tell us about a time when you have had to meet multiple deadlines and how you went about doing so.

<b>Unacceptable</b>	<b>Poor</b>	<b>Acceptable</b>	<b>Good</b>	<b>Very Good</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Question 4**

Can you give an example of a time where you have had to communicate a clear message to a group of people?

<b>Unacceptable</b>	<b>Poor</b>	<b>Acceptable</b>	<b>Good</b>	<b>Very Good</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**General Comment**