

Interview Questionnaire Worksheet

This form is used by the selection panelist to document the interview. The selection panel may determine if a lead panelist will ask all questions, or if each panelist will share this task.

Applicant's Name: _____

Job Classification: _____ Position Number: _____

Interview Panel Member: _____ Date: _____

Opening

Welcome

Introductions

Agency Overview

Remind the applicant of the position, pay grade, work week, and salary range.

Advise the applicant of the work station and whether its onsite, remote via telecommuting, or a hybrid.

Provide a copy of the Position Description to the applicant and have the applicant review it carefully. Ask, "Can you perform all the duties listed on this PD?" Retrieve the PD.

Applicant Response: Yes No

Ask for the Internal Mobility Applicant Interview Form and last two performance evaluations (if applicable), and any other documentation the applicant wishes to provide for consideration.

NOTES (if not applicable):

Introduce the concept of behavioral interviewing:

- We are looking for specific examples of past experience that demonstrates that you have the knowledge, skills, and abilities necessary to perform the essential functions of this position.
- In response to our questions, please provide us with an explanation of a situation that you have encountered, what action you took in response to the situation, and the end result.
- We prefer work-related examples, but if there are none, we will also accept examples from life experiences.
- It is acceptable to "pass" on a question if a specific example does not readily come to mind, and we will return to that question later in the interview.
- The panel members will be taking notes throughout the interview.

Ask if the applicant has any questions before beginning the interview.

Interview Questions/Note-Taking

Assessment Scale

Excellent	Applicant demonstrates <i>exceptional</i> knowledge, skills, and abilities as it pertains to the question. Provides a relevant, specific, detailed example of a previous similar circumstance, his or her actions, and the results for behavioral style questions.
Very Good	Applicant demonstrates <i>better than average</i> knowledge, skills, and abilities as it pertains to the question. Provides a relevant, specific example of a previous similar circumstance, his or her actions, and the results for behavioral style questions.
Good	Applicant demonstrates <i>basic</i> knowledge, skills, and abilities as it pertains to the question. Provides an example of demonstration of such knowledge, but may not identify his or her actions, or the results for behavioral style questions.
Fair	Applicant demonstrates <i>little</i> knowledge, skills, and abilities as it pertains to the question. Does not

	provide an example of a previous similar circumstance, his or her actions, or the results for behavioral style questions.
Poor	Applicant demonstrates <i>no</i> knowledge, skills, and abilities as it pertains to the question. Does not provide an example of a previous similar circumstance, his or her actions, or the results for behavioral style questions.

Question #					
<u>Candidate Response (Document the Situation, Action, and Result for Behavioral Style Questions)</u>					
Assessment	Excellent	Very Good	Good	Fair	Poor

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Closing

Explain that the Commonwealth of Kentucky Executive Branch adopted Fair Chance Employment. As a result, the convictions disclosure box was removed from the employment application, though a background check will be completed on final candidates that move further in the hiring process. Before proceeding, ask the applicant if they'd like to take this opportunity to explain any issues that may be found on their record, other than minor traffic violations?

Yes No

Note Conviction, Date, and City and State:

At times, this position may require overtime and/or travel. Would this be an issue for you?

Yes No

Ask the applicant if he/she would like to share additional information, or ask additional questions.

Additional Comments/Notes:

Confirm that the applicant is still interested in the position?

Yes No

Verify that the panel has the applicant's permission to contact current and/or previous supervisors?

Yes No

NOTES:

Explain that the interview panel does not have the authority to make the actual hiring decision. Instead, the panel will make a recommendation to the agency's Appointing Authority, through the appropriate channels. If approved by the Appointing Authority, the recommendation then goes through the Personnel Cabinet's approval process.

Inform the applicant the Personnel Cabinet will make the final determination whether the applicant meets the minimum qualifications for the position. Agencies should refrain from communicating to any applicant that they meet minimum requirements; as such communications are solely the responsibility of the Personnel Cabinet.

Inform the applicant, if they are the selected candidate for this position, the education listed on their application will be requested if needed to meet the minimum qualifications for the position.

Yes No

Ask if they can provide the original education documents, if selected for this position?

Inform the applicant of the anticipated start date and ask if the applicant can begin on this date.

Yes No
If no, when:

Thank the applicant for the time spent interviewing, remind to monitor email for communications, and then adjourn the interview.

Evaluation				
At the conclusion of the interview, the interviewer must evaluate each of the candidate’s responses individually and designate that it was <i>Excellent</i> , <i>Very Good</i> , <i>Good</i> , <i>Fair</i> , or <i>Poor</i> . The panel as a whole will later discuss those individual ratings and reach a consensus on a final, overall rating of the interview.				
Interview Panel Overall Rating				
Excellent	Very Good	Good	Fair	Poor