

# FLAG WRITER INTERVIEW SHEET

SUPPORTING DIRECTIVE MILPERSMAN ARTICLE 1306-913

NAME (Last, first, middle)	RANK	WARFARE QUAL(S)	DATE
----------------------------	------	-----------------	------

### PERSONAL QUALITIES

**DESCRIPTIVE:** Observe the candidate and write 6 adjectives or phrases which you believe to be most descriptive:

1.	2.	3.
4.	5.	6.

**EVALUATIVE:** Consider the applicant as a potential flag writer, and evaluate him/her on the following:

APPEARANCE AND POISE	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
ORAL COMMUNICATION AND EXPRESSION OF IDEAS	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
UNDERSTANDING OF FLAG WRITER COMMUNITY	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
UNDERSTANDING OF NAVY ORGANIZATION	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
CONVICTION OF BECOMING A FLAG WRITER	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
FLAG WRITER COMMUNITY LEADERSHIP POTENTIAL	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>

**COMMENTS:** (A summary statement evaluating the applicant is required. All extreme ratings marked by an (\*) should be further commented upon on this page)

### RECOMMENDATION FOR PROGRAM

POTENTIAL AS A FLAG WRITER	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*NOT RECOMMENDED <input type="checkbox"/>
----------------------------	--	---------------------------------------	----------------------------------	--------------------------------------	--

**COMMENTS:** (Supplement or qualify the motivation rating and potential as a flag writer; including record review)

SIGNATURE OF INTERVIEWER	RANK/NAME OF INTERVIEWER	CURRENT DUTY STATION/PHONE NUMBER OF INTERVIEWER
--------------------------	--------------------------	--

## INFORMATION FOR COMPLETING INTERVIEW SHEET

1. The purpose of the interview is to evaluate accurately and impartially the characteristics of the candidate to determine potential as a flag writer and motivation for the program.
2. Discussion topics should draw out the candidate. Suggested topics include: Career history and professional goals; personal interests; Navy organizational knowledge; any legal, medical, or financial issues; family's support toward application; an ethical scenario between a flag officer and writer; and any others suggested by a review of the application file.
3. Marking is difficult. Your judgments form an important part of each applicant's file, and usually represent the only personal contact with the applicant reported by a member of the flag writer community. Be fair and impartial, neither too easy nor too hard on the applicant. Mark only on what you have observed personally, not on the opinions or comments of others.
4. No marks should be put on this form until the interview has been completed.
5. If it appears that the space for comments will not be sufficient, phrases may be used rather than complete sentences.
6. Below is a checklist of characteristics which interviewing flag writers can observe, or adjectives that can be used to describe these characteristics in applicants. This is meant only to assist the interviewer in preparing for the interview and in making a written evaluation afterward. It is not intended to be all-inclusive.

### Characteristics/Descriptive Adjectives

#### **Bearing**

Good posture  
Slouch  
Forceful  
Apathetic  
Casual  
Formal

#### **Grooming**

Careless  
Neat  
Clean  
Unclean  
Well-dressed  
Inappropriately dressed

#### **Composure**

Poised  
Awkward  
Relaxed  
Nervous  
Confident  
Insecure

#### **Attitude**

Sincere  
Flippant  
Enthusiastic  
Indifferent  
Cooperative  
Uncooperative  
Contentious  
Pleasant  
Forthright  
Secretive  
Arrogant  
Modest

#### **Oral Expression**

Articulate  
Inarticulate  
Responsive  
Unresponsive  
Taciturn  
Loquacious

#### **General Impression**

Impressive  
Unimpressive  
Dull  
Interesting  
Mature  
Immature

#### **Voice Quality**

Strident  
Soft spoken  
Speaks Clearly  
Inaudible