

PRE-EMPLOYMENT INTERVIEW SUMMARY

Applicant _____ Date of Interview _____

Position applied for: _____

NOTE: One of the most important jobs facing managers in the Federal Prison System today is the selection of new employees, for those selections will determine the Federal Prison System of tomorrow.

1. Check the statements which best describe the applicant. Check as many as apply.

<input type="checkbox"/> Little or no experience working in a group or dealing with people.	<input type="checkbox"/> Describes experiences as a team member.	<input type="checkbox"/> Describes experiences dealing with others as leader, counselor or a similar role.
<input type="checkbox"/> Indicated problems getting along with others and did not recognize need for own improvement in the situation.	<input type="checkbox"/> Showed evidence of learning from any past interpersonal problems.	<input type="checkbox"/> If past interpersonal problems occurred, showed evidence of learning from experience and eliminating problem.
<input type="checkbox"/> Answers demonstrate a lack of awareness of the needs of others.	<input type="checkbox"/> Answers indicate an awareness of major needs of others but tend to overlook subtleties.	<input type="checkbox"/> Answers indicated appreciation of and sensitivity to needs of others in a work situation.
<input type="checkbox"/> Very shy or lacking self confidence.	<input type="checkbox"/> Exhibited some shyness or lack of self confidence but it did not distract appreciably from the interview.	<input type="checkbox"/> Established quick rapport with interviews.
<input type="checkbox"/> Demonstrated a condescending attitude.	<input type="checkbox"/> Exhibited some brashness or over confidence but it did not distract appreciably from the interview.	<input type="checkbox"/> Poised and congenial.
<input type="checkbox"/> Answers were disorganized or cumbersome.	<input type="checkbox"/> Minor difficulty organizing answers especially to longer questions.	<input type="checkbox"/> Answers to even long and involved questions were well organized.
<input type="checkbox"/> Speech difficult to understand because of poor enunciation.	<input type="checkbox"/> Speech understandable with only very slight slurring or rambling problems.	<input type="checkbox"/> Spoke clearly and understandably.
<input type="checkbox"/> Made numerous grammatical errors.	<input type="checkbox"/> Made only minor grammatical errors.	<input type="checkbox"/> Used proper grammar.
<input type="checkbox"/> Very passive or disinterested in the interview.	<input type="checkbox"/> Some digressions from the point but answers were generally complete.	<input type="checkbox"/> Answers questions directly and to the point.
<input type="checkbox"/> Avoided eye contact.	<input type="checkbox"/> At times looked down or away when answering.	<input type="checkbox"/> Maintained eye contact with interviews.

0

Unacceptable

1

Barely Acceptable

2

Satisfactory

3

Good

4

Superior

After checking documented observations, circle number which most clearly summarizes overall assessment of applicant's potential to successfully perform duties of the position.

II. Adequacy of Interpersonal skill.

III. Corruptibility/Susceptibility to Manipulation.

IV. Adequacy of reading and writing skills.

V. Overall Evaluation of Summary of Comments.

(Signature of Panel Member)