# Tool 5: Interview Note Sheet

### Overview

### This tool provides a place for interviewers to record notes and evaluations in a structured, easy-to-follow format. Establishing a standard evaluation template ensures a consistent methodology is maintained across interviews.

### Instructions

After determining appropriate competencies using Tool #3: Role Competency Selector and selecting appropriate BBI questions using Tool #4: Competency Question Picklist, interview coordinators should transpose the questions, ideal responses, and red-flag information for each competency into the template on the following page. The template includes a space to record follow-up questions, interviewer notes, and a score (with included scoring guidance) evaluating the amount of evidence the candidate provided about the competency in question. Each interviewer should use the same version of the interview note sheet for each candidate he or she evaluates.

**Sample Interview Note Sheet**

Candidate Name: James Cannon Interviewer: Stephanie Blu

Position: Groundskeeper Interview Date: January 1st, 2018

*Competency Score Key:*

1. Candidate provides evidence showing past behavior contrary to competency
2. Candidate provides no evidence of past behavior related to competency
3. Candidate provides some evidence (1­–2 examples) of past behavior related to competency
4. Candidate provides significant evidence (3+ examples) of past behavior related to competency

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| --- | --- | --- | --- |
| **Critical Competency** | **Questions** | **Ideal Responses and Red Flags** | **Interview Notes and Score** |
| Compassion | * Tell me about a situation in the past year in which you were confronted with an emotionally distraught customer. How did you intervene? * Describe a time when you were able to be personally supportive and reassuring to  another individual. | Ideal Responses   * Relates to the needs of peers and customers * Able to be genuinely sympathetic * Sees all sides of situations | * *Juan told story about supporting co-worker at a previous landscaping company.* * *Provided many details showcasing how much he cared and how he saw it impacting the workplace.* * *Seemed genuinely concerned.*   Score: \_\_4\_\_ |
| Follow-Up Questions   * What did you do? * What was the result? | Red Flags   * Is flippant about others’ needs * Does not empathize with others |

**Interview Results Summary**

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*Competency Score Key:*

1. Candidate provides evidence showing past behavior contrary to competency
2. Candidate provides no evidence of past behavior related to competency
3. Candidate provides some evidence (1–2 examples) of past behavior related to competency
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| --- | --- | --- | --- |
| **Critical Competency** | **Questions** | **Ideal Responses and Red Flags** | **Interview Notes and Score** |
|  |  | Ideal Responses | Score: \_\_\_\_\_\_\_ |
| Follow-Up Questions | Red Flags |
|  |  | Ideal Responses | Score: \_\_\_\_\_\_\_ |
| Follow-Up Questions | Red Flags |

**Interview Results Summary (cont.)**

Would you recommend hiring this candidate? Yes No

Why would you recommend this candidate?

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What training would this individual need to be a successful member of this unit?

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Do you have any additional thoughts or notes?

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