# Component 3: Interview Note Sheet

### Overview

### This resource 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 Component 1: Role Competency Selector and selecting appropriate BBI questions using Component 2: 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: Nick Bulstrode Interviewer: Mary Garth

Position: Procurement Analyst Interview Date: January 1, 2019

*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** |
| Communication | * Give me an example of a time you had to explain a financial concept to a non-financial audience. * Tell me about a specific experience that illustrates your ability to influence another person verbally. Feel free to use an example that involves changing an attitude, selling a product/idea, or being persuasive. | Ideal Responses   * Able to communicate ideas to team members * Has good verbal skills and ability to  influence listeners * Disagrees with authority when appropriate | * *Nick told story about walking a dean through a report on the college’s current spending and savings opportunities* * *Provided details showcasing how he translated complex financial language into layman’s terms to ensure the dean understood*   Score: \_\_4\_\_ |
| Follow-Up Questions   * What did you do? * What was the result? | Red Flags   * Offers short answers with little explanation * Frequently misunderstands the point of questions |

**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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