

HARVEY PUBLIC SCHOOLS DISTRICT 152

INTERVIEW RECORD FORM

_____ **Certified Personnel** _____ **Educational Support Staff**

Date _____ Time _____

APPLICANT NAME _____

POSITION (S) PREFERRED

1ST Choice: _____

2ND Choice: _____

PREVIOUS EMPLOYMENT EXPERIENCES: Good preparation for District 152? Success?

SPECIFIC DUTIES: _____

Any work with children or youth: _____

SPECIAL TALENTS. ACTIVITIES OR ACCOMPLISHMENTS:

RATING: 1 - SUPERIOR 2 - ABOVE AVERAGE 3 - AVERAGE 4 - FAIR 5 - POOR

A. Attitude and approach to:

- _____ Students
- _____ Staff / parents
- _____ Supervisor(s)
- _____ Team player

B. Personal:

- _____ Personal appearance
- _____ Communication skills
- _____ Personality

C. Understanding of tasks to be performed:

- _____ Positive attitude towards responsibilities
- _____ Knowledge and skills for position
- _____ Enthusiasm for position
- _____ Flexibility

D. Please check: ()

- _____ Exceptional: offer position
- _____ Good: consider with others
- _____ Fair: only if others not willing
- _____ Poor or not qualified

INTERVIEWER: _____

(Continue on page 2)

REFERENCE CHECK DETAILS

Date: _____

Time: _____

Person to whom you spoke: _____

Position: _____

Comments:

Date: _____

Time: _____

Person to whom you spoke: _____

Position: _____

Comments

Date: _____

Time: _____

Person to whom you spoke: _____

Position: _____

Comments
