

Employee Selection Companion

NAME _____ DATE _____

INTERVIEWED BY:

(1) _____

(2) _____

(3) _____

9. SKILLS, KNOWLEDGE

poor	unimpressive	ordinary	good	excellent
0	10	20	30	40

10. PROFILE RESULTS

poor	unimpressive	ordinary	good	excellent
0	10	20	30	40

11. REFERENCES (1 OR 2) should confirm past performance has been consistent with job demands (ask about judgement, reliability, commitment)

poor	unimpressive	ordinary	good	excellent
0	10	20	30	40

Total Score

A score above 160 is excellent: there is high probability of the Candidate's success. A score of 125 - 160 is fair: there is a reasonable probability of the Candidate's success. A score under 125 is risky: there is a low probability of the Candidate's success.

The Employee Selection Companion is designed for people responsible for the selection of personnel. It is a guide to covering and weighing the steps of the selection process.

1. A Candidate should complete a profile at the same time he or she completes your other employment application forms.
2. We recommend that the responsibility for interviewing be shared by three people. One person will explore the Candidate's past to verify that the behavior you are seeking *has always been* the Candidate's behavior.

The second interviewer will explore the Candidate's present (*reasons for availability*) interests and activities to verify that the behavior you are seeking is still the Candidate's behavior.

A third interviewer will explore the Candidate's future: Are goals consistent with the behavior you are seeking? Are those goals generally realistic? Are they realizable with your firm in the Candidate's stated timetable?

3. We strongly recommend skills testing (basic math and English and other tests available through your organization or trade association). See Question 9 below.
4. Complete the scoring.

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1. PUNCTUALITY (Did the candidate arrive on time for the interview?)

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

2. APPEARANCE (neatness and appropriateness of clothing, hair, make-up, scent)

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

3. DEGREE OF CONFIDENCE (good eye-contact, direct answers, good questions)

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

4. STAMINA (general vitality, ability to concentrate, alertness)

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

5. INTERVIEW RESULTS (consistency of *past* activities and experience with job's behavioral demands)

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

- INTERVIEW RESULTS (consistency of *present* activities and consistency of reason for present availability with job's behavioral demands)

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

- INTERVIEW RESULTS (consistency of *future* activities and consistency of goals and objectives with job's behavioral demands)

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

6. RESUMÉ AND JOB APPLICATION (consistency of information with job's behavioral demands)

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

7. OVERALL IMPRESSION of compatibility firm, manager, peers

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

8. JUDGEMENT AND MATURITY (grasp of reality, thoughtful/accurate answers) based on your own observation, judgement and opinions of others.

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10