

Entry Job Classification Interview Form

Candidate Information:

- Name:
- Position Applied for:
- Date of Interview:
- Interviewer(s):

Rating Scale:

1. Poor
2. Below Average
3. Average
4. Above Average
5. Excellent

Interview Questions:

1. Experience and Skills:

- Can you tell us about any previous experience you have that relates to the responsibilities outlined in the job description?
 - Rating: []
 - Notes:
- How comfortable are you with basic administrative tasks such as data entry, filing, and answering phones?
 - Rating: []
 - Notes:

2. Teamwork and Communication:

- Give us an example of a time when you had to work in a team to complete a task or project.
 - Rating: []
 - Notes:

- How do you handle communication with supervisors and colleagues in a professional setting?
 - Rating: []
 - Notes:

3. **Professionalism:**

- How do you ensure that you maintain professionalism in the workplace?
 - Rating: []
 - Notes:
- Can you provide an example of a situation where you had to handle a challenging or difficult task with professionalism?
 - Rating: []
 - Notes:

4. **Technology Skills:**

- What experience do you have with basic computer skills and software applications?
 - Rating: []
 - Notes:
- Are you comfortable learning new technologies or software tools as needed for the job?
 - Rating: []
 - Notes:

5. **Interest and Motivation:**

- Why are you interested in this position at Berry College?
 - Rating: []
 - Notes:
- What motivates you to excel in a work environment like this?
 - Rating: []
 - Notes:

6. Diversity and Belonging:

- How do you ensure that you contribute to an inclusive and welcoming work environment?
 - Rating: []
 - Notes:
- Can you provide an example of a time when you worked with individuals from diverse backgrounds?
 - Rating: []
 - Notes:

Total Rating:

- Candidate's Total Points: []

Additional Notes:

- Overall impression of the candidate:
- Strengths observed during the interview:
- Areas for potential growth or improvement: