

In-Person Interview Analysis Form

Interview Date: _____

Candidate Name: _____

Interviewer: _____

Questions based on the Six Characteristics of the Most Successful People

1. Strong Work Ethic Rating (1 to 10) _____

Q: If I were to call some of your past employers/managers, what would they tell me about your work ethic?

Q: Give me some specific examples of that on-the-job work ethic.

2. Strong Desire to Learn Rating (1 to 10) _____

Q: What books are you currently reading or have you recently read that might help improve your performance at work? Tell me about them.

Q: Have you attended any business seminars lately that might help improve your performance at work? If so, tell me about them.

Q: Tell me about any additional training or workshops that you have taken that might help improve your performance at work.

3. Never Quit Attitude

Rating (1 to 10) _____

Q: Have you ever been tempted to give up on a goal or task at work that was important to you?

Q: How did you deal with it?

4. Ability to Focus on Long Term Goals and not Immediate Gratification

Rating (1 to 10) _____

Q: Describe a time where you had to stay focused on the big picture at work instead of daily setbacks.

Q: Tell me about some specific long term goals of where you want to be in your career in five years.

5. Ability to be Coached

Rating (1 to 10) _____

Q: Describe a time at work where you had to learn a new skill that you were not real comfortable with.

Q: How did you adjust? Who taught you the necessary skill?

Q: Did you or could you now teach that skill to others?

Q: What will be your biggest challenge with our company?

Q: How do you plan to deal with that challenge?

6. Self-Confidence

Rating (1 to 10) _____

Q: Describe a time where your self-confidence was shaken at work.

Q: How did you regain your confidence?

Q: When have you had to keep a work-related promise that you made to yourself, despite opposition from others around you?

Q: Describe a time when you finished at the top of an endeavor at work.