

INTERVIEW NOTES AND QUESTIONS WORKSHEET

Below is an example of a worksheet listing questions (and made-up answers) you might want to ask a job applicant. Using this kind of worksheet for each interview will help you compare answers to the same questions from different applicants.

<u>Interview Notes Worksheet (Sample)</u>	
A friend can take notes if you decide that is what works best for you.	
Questions	Answers/Notes
What experience do you have working with people who use wheelchairs?	Many years - growing up, helped brother, who was a chair user.
Have you ever helped a person with bowel and bladder routines?	No, but willing to learn - did not seem to think that was a problem at all.
Part of this job is fixing my lunch each day. I like Chinese food. Can you cook Chinese dishes?	Knows how to boil noodles & do stir fry. Willing to try new recipes. Likes making Italian pasta dishes and baking cookies.
Have you ever been fired from a job? If so, why?	Never been fired.
What made you want to come to work for me?	Wanted to work for non-smoker -recently developed a cough because current employer smokes.
In this day and age there are lots of concerns with identity theft and drug problems. Tell me your thoughts on those concerns.	Family member used drugs, caused many problems. Aware of need to be cautious with personal information.
Etc.	

INTERVIEW NOTES WORKSHEET (SAMPLE)

A friend can take notes if you decide that is what works best for you.

Questions

Answers/Notes
