Pre-professional 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 discuss your extensive experience and advanced skills that make you well-suited for the pre-professional responsibilities outlined in the job description?

     - Rating: [ ]

     - Notes:

   - Provide an example of a significant project or initiative you successfully managed in the past. How did your leadership contribute to its success?

     - Rating: [ ]

     - Notes:

2. **Departmental Management and Leadership:**

   - Describe your approach to managing and leading a team within a departmental setting.

     - Rating: [ ]

     - Notes:

- How do you ensure the effective coordination and execution of departmental operations and initiatives?
    - Rating: [ ]
    - Notes:

3. **Critical Thinking and Decision Making:**

    - Give an example of a complex problem or challenge you encountered and how you approached solving it.
        - Rating: [ ]
        - Notes:

    - How do you make strategic decisions that contribute to the achievement of departmental goals and objectives?
        - Rating: [ ]
        - Notes:

4. **Professionalism and Communication:**

    - How do you uphold professionalism in your interactions with colleagues, stakeholders, and senior management?
        - Rating: [ ]
        - Notes:

    - Describe a situation where you effectively communicated with stakeholders to address a critical issue or concern.
        - Rating: [ ]
        - Notes:

5. **Technology Skills and Innovation:**

    - What advanced technical skills and innovative approaches do you bring to this position?
        - Rating: [ ]
        - Notes:

    - Can you provide an example of how you utilized technology or innovation to streamline processes or achieve better results in a previous role?

- Rating: [ ]
- Notes:

6. **Career Development and Motivation:**

   - How does this position align with your long-term career aspirations?
     - Rating: [ ]
     - Notes:
   - What drives your motivation to excel in a demanding and dynamic work environment like this?
     - 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: