



INTERVIEW QUESTIONS

Name of Candidate:		Date:	
Position:		Time:	

Rating Scale

4 = Much more than acceptable

Provided specific, relevant examples. Has received in-depth, formal training through education and/or experience. Demonstrates comprehensive, unquestionable knowledge, expertise related to the question.

3 = Acceptable

Provided acceptable examples. Has received some formal training through education and/or experience. Demonstrates sufficient knowledge, expertise related to the question.

2 = Less than acceptable

Provided examples that were not relevant. Has had little training through education and/or experience. Demonstrates insufficient knowledge, expertise related to the question.

1 = Much less than acceptable

No formal training or work experience. Has interest in gaining both. Demonstrates no knowledge or expertise related to the question.

<u>Opening</u>	<u>Rating</u>			
	4	3	2	1
1. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INTERVIEW QUESTIONS

	4	3	2	1
4. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	4	3	2	1
10. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Questions that may be asked but are not scored.				
1) Question				
2) Question				
3) Question				



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NOTES:

Overall Demeanor and Professionalism (not scored)

HR Questions (required)

- 1) The annual salary for this position is \$XX,XXX. If selected, would this be acceptable to you?
- 2) Do you have any relatives that are employed with Service Oklahoma? If so, what is their name?
- 3) Are you a current or previous state employee?

Closing

- 1) If an offer of employment was extended to you, when could you begin? (If currently employed, do you need to provide notice?)
- 2) Is there anything else you would like to add that will help us in our decision-making process?
- 3) Do you have any questions for us?

→ ***Thank the candidate for their time and give them an idea of when they should expect to hear back from us on the next step of the process.***

Additional notes:

Name of Interview Panel Member: _____	Total Score: _____
Date: _____	(out of 52 points)

Friendly reminders:

- Be sure to score each candidate prior to discussing with the interview panel.
- Email all interview notes to Service-HR@service.ok.gov.
 - Subject Line: Interview Notes – Job Title – Month/Year of Interview
 - Be sure to get front & back of each page that is not blank.
- Selected Candidates:
 - Send the selection email to Service-HR@service.ok.gov. Be sure to use the email template provided by HR.