



# INTERVIEW QUESTIONS

|   |  |                          |                          |                          |                          |
|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Name of Candidate:</b>   |  | <b>Date:</b>             |                          |                          |                          |
| <b>Position:</b>  |  | <b>Time:</b>             |                          |                          |                          |
| <b>Rating Scale</b><br><b>4 = Much more than acceptable</b><br>Provided specific, relevant examples. Has received in-depth, formal training through education and/or experience. Demonstrates comprehensive, unquestionable knowledge, expertise related to the question.<br><b>3 = Acceptable</b><br>Provided acceptable examples. Has received some formal training through education and/or experience. Demonstrates sufficient knowledge, expertise related to the question.<br><b>2 = Less than acceptable</b><br>Provided examples that were not relevant. Has had little training through education and/or experience. Demonstrates insufficient knowledge, expertise related to the question.<br><b>1 = Much less than acceptable</b><br>No formal training or work experience. Has interest in gaining both. Demonstrates no knowledge or expertise related to the question. |  |                          |                          |                          |                          |
| <b>Opening</b> <ul style="list-style-type: none"> <li>• Introduction of interview panel &amp; brief description of the agency</li> <li>• Brief description of SOK &amp; position</li> <li>• Explain there might be limited eye contact due to notetaking (when applicable)</li> </ul>   |  | <b>Rating</b>            |                          |                          |                          |
|   |  | <b>4</b>                 | <b>3</b>                 | <b>2</b>                 | <b>1</b>                 |
| 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"/> |



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|             | 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"/> |
| <b>Questions that may be asked but are not scored.</b><br>1) Question<br>2) Question<br>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: \_\_\_\_\_

Date: \_\_\_\_\_

Total Score: \_\_\_\_\_

(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](mailto: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](mailto:Service-HR@service.ok.gov). Be sure to use the email template provided by HR.