Texas Department of Criminal Justice
Interview Documentation Form

Interview Date: _____ / _____ / _____

Position’s Payroll Title and Extended Working Title: __________________________________________

Applicant Name: ________________________________________________________________

I. QUESTIONS

1. Question:
   Recommended response:
   Applicant’s response:

2. Question:
   Recommended response:
   Applicant’s response:

3. Question:
   Recommended response:
   Applicant’s response:

4. Question:
   Recommended response:
   Applicant’s response:
5. **Question:**
   Recommended response:
   Applicant’s response:

6. **Question:**
   Recommended response:
   Applicant’s response:

7. **Question:**
   Recommended response:
   Applicant’s response:

   **APPLICANT’S CLOSING REMARKS, IF APPLICABLE:**
Applicant Name: ________________________________

II. JOB-RELATED EDUCATION, TRAINING, LICENSES, CERTIFICATIONS

III. JOB-RELATED EXPERIENCE

IV. COMMUNICATION SKILLS - Select the statement which best describes the applicant’s communication skills as demonstrated during the interview.

☐ Excellent ability to communicate ideas. (Information was presented in a logical, organized, and understandable manner with appropriate word usage. Communication was effective and persuasive.)

☐ Above average ability to communicate ideas. (Gave clear, concise, and understandable responses)

☐ Average ability to communicate ideas. (Satisfactory ability to communicate responses)

☐ Somewhat below average ability to communicate ideas. (Gave somewhat unclear responses. Below average use of grammar and vocabulary)

☐ Below average ability to communicate ideas. (Could not communicate ideas in an understandable manner. Showed improper use of grammar and vocabulary)

V. IF APPLICABLE, CONTACT WITH CURRENT AND PREVIOUS EMPLOYERS OR SUPERVISORS INDICATED THE FOLLOWING: If necessary, an additional page may be attached.

________________________________________________________________________

________________________________________________________________________

Employer Name ____________________________ Name and Title of Person Providing Reference

VI. RATIONALE FOR SELECTION: If this applicant is selected, document all job-related factors upon which the decision was based. If no applicants are selected, rationale for non-selection shall be documented for each applicant who was interviewed.

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IF SELECTED APPLICANT IS A FORMER FOSTER CHILD, WAS FOSTER CHILD PREFERENCE GIVEN? ☐ Yes ☐ No

IF SELECTED APPLICANT IS A VETERAN, WAS VETERAN’S EMPLOYMENT PREFERENCE GIVEN? ☐ Yes ☐ No

PRIMARY INTERVIEWER:

__________________________________________

Signature