

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.

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