**Interview Worksheet** Candidate’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of Interview \_\_\_\_\_\_\_\_\_\_ Interviewer/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What you’re looking for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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**Character**

 Ability to make a personal connection

 Discuss successes & failures

 Use Resources

 Trouble-shoot

 Handle challenges / stress

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**Interest, Skills & Experience**

 Past job responsibilities

 Work relationships-colleagues & superiors

 Customer relationships

 Gaps in work history

 Best at what tasks?

 Lessons learned from others

 Passion for books & reading

 Handselling skills

 Favorite bookstores

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**Availability & Flexibility**

 High energy times

 Ability to be prompt

 Upcoming trips or obligations