**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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability & Flexibility**

High energy times

Ability to be prompt

Upcoming trips or obligations