Valley View Public Schools

Division of Human Resources

Interview Form – Classified Personnel

Candidates Name: _____ _____ _____ _____

(Last) (First) (Middle Initial) Date Interviewed

Position: _____ Bldg: _____ Job ID# _____

Interviewer: _____ _____

(Print Name) Signature

On a scale of 1 to 5 with 5 being the highest, please rate the candidate in the areas below:

Performance Indicators	**5**	**4**	**3**	**2**	**1**	**NA**
1. Has the ability to act without being directed	☐	☐	☐	☐	☐	☐
2. Demonstrates appropriate appearance for the job	☐	☐	☐	☐	☐	☐
3. Can respond positively to challenges of the job	☐	☐	☐	☐	☐	☐
4. Can analyze and evaluate situations/problems and effectively institute resolutions	☐	☐	☐	☐	☐	☐
5. Has a good understanding of the job	☐	☐	☐	☐	☐	☐
6. Has the ability to produce quality work	☐	☐	☐	☐	☐	☐
7. Has the ability to meet established time lines	☐	☐	☐	☐	☐	☐
8. Has the ability to effectively interact with the public, students or district employees	☐	☐	☐	☐	☐	☐
9. Can handle confidential information appropriately **(mark only for persons with confidentiality requirements)**	☐	☐	☐	☐	☐	☐
10. Has the ability to organize, direct and oversee the work of others **(mark only for persons with supervisory responsibilities)**	☐	☐	☐	☐	☐	☐
10. Demonstrates or has demonstrated dependability and ability to conform to established hours	☐	☐	☐	☐	☐	☐

Please return this form with the *Recommendation for Employment/Transfer* form.