

Blank Hiring Workbook

Candidate Name _____ Position _____

INSTRUCTIONS: Review the job description to identify the Skills & Knowledge and Work Behaviors required to successfully perform in this position. Write the Skills & Knowledge (the “Can”) and Work Behaviors (the “Fit”) in the spaces provided. Rate the candidate on each of these components (by placing a check in the appropriate box) during the interview or immediately following the interview. Use the comments area to write notes about the candidate. Note the candidate’s motivation (“the Will”) to do the job in the space provided on page 3 along with his or her strengths, weaknesses, overall rating, and the hiring decision.

REQUIRED SKILLS & KNOWLEDGE (the “Can”)	VERY STRONG	STRONG	AVERAGE	WEAK	VERY WEAK	COMMENTS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Candidate Name _____

Hiring Workbook *Continued*

REQUIRED WORK BEHAVIORS (the "Fit")	VERY STRONG	STRONG	AVERAGE	WEAK	VERY WEAK	COMMENTS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Candidate Name _____

Interview Evaluation *Continues*

Candidate's motivation to do the job (the "Will") (For example, are the duties and responsibilities consistent with the candidate's career goals? What type of work does he or she enjoy? Did the candidate do any research to learn about the company? Etc.).

Candidate's strengths and weaknesses:

OVERALL RATING	VERY STRONG <input type="checkbox"/>	STRONG <input type="checkbox"/>	AVERAGE <input type="checkbox"/>	WEAK <input type="checkbox"/>	VERY WEAK <input type="checkbox"/>	COMMENTS
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DECISION	RECOMMEND <input type="checkbox"/>	DO NOT RECOMMEND <input type="checkbox"/>	
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Interviewer

Department

Date