

CHARACTER-BASED HIRING

Applicant Interview Form

NAME: LAST

FIRST

MIDDLE INITIAL

SOCIAL SECURITY NO.

1. Would your previous supervisors say you are consistently on time? Yes No
Why or why not?

2. How would your previous supervisors rate your attendance?
 Excellent Good Fair Poor
Please explain. _____

3. Would your past supervisors say that you are orderly? Yes No

4. What does "being orderly" mean to you?

5. Would those who know you best say your word can be trusted? Yes No
Why or why not?

6. What responsibilities do you/have you had that prepared you for your responsibilities at this job?

7. If you know a fellow employee who is involved in immoral or illegal activity, what is your responsibility to your employer?

8. What are some legitimate reasons to miss work?

9. Would your previous supervisor say that you were good at following instructions?
 Yes No Why or why not? _____

10. How often would your past supervisors say you get angry?
 Never Rarely Sometimes Often

11. What causes you to get upset on the job?

12. Have you ever experienced a loss for doing what is right?

13. What methods do you use to remember instructions?

14. What outward signs should you watch for to ensure that a customer's needs are being met?

15. What do you think you owe to your employer?

16. What does your employer owe you?

17. Please check three areas in which you are weakest:

- | | | |
|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Contentment | <input type="checkbox"/> Diligence | <input type="checkbox"/> Dependability |
| <input type="checkbox"/> Gratefulness | <input type="checkbox"/> Loyalty | <input type="checkbox"/> Meekness |
| <input type="checkbox"/> Forgiveness | <input type="checkbox"/> Orderliness | <input type="checkbox"/> Punctuality |
| <input type="checkbox"/> Truthfulness | <input type="checkbox"/> Obedience | <input type="checkbox"/> Self-Control |

18. Please check three areas in which you are strongest:

- | | | |
|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Contentment | <input type="checkbox"/> Diligence | <input type="checkbox"/> Dependability |
| <input type="checkbox"/> Gratefulness | <input type="checkbox"/> Loyalty | <input type="checkbox"/> Meekness |
| <input type="checkbox"/> Forgiveness | <input type="checkbox"/> Orderliness | <input type="checkbox"/> Punctuality |
| <input type="checkbox"/> Truthfulness | <input type="checkbox"/> Obedience | <input type="checkbox"/> Self-Control |

19. What distinguishes your time from company time? _____

20. What are your goals? _____

21. How will this job help you achieve your goals? _____

Date _____ Signature _____

CHARACTER-BASED HIRING WORKSHEET

One of the most critical decisions in any organization is the selection of employees. You may think, "This is just a temporary situation" or "I just need a body to fill a position." However, *every* employee impacts productivity, morale, profits, and customer service. Hiring decisions based on *character* help you select the best person for each position.

1. Position

Fill in the title of position for which you are hiring.

2. Skill Requirements

What skill and training qualifications are necessary for the open position?

3. Character Qualities

List four essential character qualities for the potential employee.

4. Interview Questions

Write two questions for each of the qualities listed in step three. Be creative and probing when determining which questions to ask.

Quality

1.

2.

Quality

1.

2.

Quality

1.

2.

Quality

1.

2.
