

## APPLICANT - JOB DIMENSIONS - SUMMARY OF INTERVIEW

APPLICANT NAME: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

CHECK RATING	Job Dimension to be Rated	LESS THAN Acceptable	ACCEPTABLE	EXCEEDS Acceptable	No Opportunity to Observe	NOT rated for this job
<b>JOB DIMENSIONS</b>						
<b>COMMUNICATING</b>						
Listening						
Oral Communication						
Oral Presentation						
Written Communication						
Technical Translation						
<b>PERSONAL/MOTIVATIONAL</b>						
Job Motivation						
Work Standards						
Initiative						
Tolerance for Stress						
Administrative Orientation						
Management Identification						
Supervisor Identification						
Professional/Technical Interest						
Energy						
Attention to Detail						
Vigilance						
Integrity						
Practical Learning						
Range of Interests						
Controlled Demeanor						
<b>INTERPERSONAL SKILLS</b>						
Sensitivity						
Leadership						
Tenacity						
Sales Ability/Persuasiveness						
Impact						
Rapport Building						
Behavior Flexibility						
Staff Leadership						
Negotiation						
Adaptability						
Independence						
Resilience						
<b>DECISION MAKING</b>						
Analysis						
Judgment						
Decisiveness						
Oral Fact Finding						
Financial Analytical Ability						
Extra organizational Awareness						
Recognition of Employee Safety Needs						
Recognition of Employee Health/Sanitation Hazards						
Innovativeness (creativity)						
Risk Taking						
Organizational Sensitivity						
Extra organizational Sensitivity						
Controlled Decision Making						

**CHECK RATING**

	Job Dimension to be Rated	LESS THAN Acceptable	ACCEPTABLE	EXCEEDS Acceptable	No Opportunity to Observe	NOT rated for this job
<b>KNOWLEDGE/SKILLS</b>						
Technical/Professional Proficiency						
Technical/Professional Knowledge						
Machine Operation						
Process Operation						
<b>SELF DEVELOPMENT</b>						
Career Ambition						
Self-Development Orientation						
Technical/Professional/Job Self-Development						
<b>MANAGEMENT</b>						
Planning and Organizing						
Delegation						
Controlled Demeanor						
Development of Subordinates						
Staff Coordination						
Self-Organization						
Monitoring						
<b>SUMMARY</b>						

**COMMENTS** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONCLUSION AND RECOMMENDATION FOR ACTION** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURE OF INDIVIDUAL COMPLETING THE FORM** \_\_\_\_\_ **DATE** \_\_\_\_\_

**RATING KEY:**  
 Less Than Acceptable (generally means does not meet criteria relative to quality and quantity of behavior required) Acceptable (meets the criteria relative to quality and quantity of behavior required) Exceeds Acceptable (generally exceeds criteria relative to quality and quantity of behavior required)