BP-A0371
JUN 10

PRE-EMPLOYMENT INTERVIEW SUMMARY

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

Applicant _____ Date of Interview _____

Position applied for: _____

NOTE: One of the most important jobs facing managers in the Federal Prison System today is the selection of new employees, for those selections will determine the Federal Prison System of tomorrow.

1. Check the statements which best describe the applicant. Check as many as apply.

____ Little or no experience working in a group or dealing with people.	____ Describes experiences as a team member.	____ Describes experiences dealing with others as leader, counselor or a similar role.
____ Indicated problems getting along with others and did not recognize need for own improvement in the situation.	____ Showed evidence of learning from any past interpersonal problems.	____ If past interpersonal problems occurred, showed evidence of learning from experience and eliminating problem.
____ Answers demonstrate a lack of awareness of the needs of others.	____ Answers indicate an awareness of major needs of others but tend to overlook subtleties.	____ Answers indicated appreciation of and sensitivity to needs of others in a work situation.
____ Very shy or lacking self confidence.	____ Exhibited some shyness or lack of self confidence but it did not distract appreciably from the interview.	____ Established quick rapport with interviews.
____ Demonstrated a condescending attitude.	____ Exhibited some brashness or over confidence but it did not distract appreciable from the interview.	____ Poised and congenial.
____ Answers were disorganized or cumbersome.	____ Minor difficulty organizing answers especially to longer questions.	____ Answers to even long and involved questions were well organized.
____ Speech difficult to understand because of poor enunciation.	____ Speech understandable with only very slight slurring or rambling problems.	____ Spoke clearly and understandably.
____ Made numerous grammatical errors.	____ Made only minor grammatical errors.	____ Used proper grammar.
____ Very passive or disinterested in the interview.	____ Some digressions from the point but answers were generally complete.	____ Answers questions directly and to the point.
____ Avoided eye contact.	____ At times looked down or away when answering.	____ Maintained eye contact with interviews.

0	1	2	3	4
Unacceptahble	Barely Acceptable	Satisfactory	Good	Superior

After checking documented observations, circle number which most clearly summarizes overall assessment of applicant's potential to successfully perform duties of the position.

II. Adequacy of Interpersonal skill.

III. Corruptibility/Susceptibility to Manipulation.

IV. Adequacy of reading and writing skills.

V. Overal Evaluation of Summary of Comments.

(Signature of Panel Member)