

Minister Interview Summary

Name of Applicant _____ Interviewer _____ Date _____

Check the most appropriate box in each area:

1 Point	2 Points	3 Points	4 Points	5 Points
1. Appearance				
<input type="checkbox"/> Appearance unsuitable for this position.	<input type="checkbox"/> Careless about appearance and dress. Less suitable than average	<input type="checkbox"/> Appearance suitable for this position.	<input type="checkbox"/> Better than average appearance: well suited for this position.	<input type="checkbox"/> Excellent appearance: neat and tidy. Highly suited for this position.
2. Friendliness				
<input type="checkbox"/> Unfriendly. Difficult to engage in conversation.	<input type="checkbox"/> Friendly, but reserved. Approachable.	<input type="checkbox"/> Suitably friendly for this position. Sociable.	<input type="checkbox"/> Outgoing, warm. Very friendly.	<input type="checkbox"/> Extremely friendly. Engages easily in conversation.
3. Bearing				
<input type="checkbox"/> Nervous, uneasy, wary, and uncomfortable.	<input type="checkbox"/> Tense, hesitant, displays discomfort	<input type="checkbox"/> As relaxed and poised as the average applicant.	<input type="checkbox"/> Relaxed and confident; comfortable in interview.	<input type="checkbox"/> Very calm and in control; handles pressure well.
4. Personality				
<input type="checkbox"/> Personality is not suited for this position.	<input type="checkbox"/> Personality is questionable for this position	<input type="checkbox"/> Personality suited for this position.	<input type="checkbox"/> Personality well suited and desirable for this position.	<input type="checkbox"/> Ideal personality for this position. Excellent fit.
5. Communication				
<input type="checkbox"/> Communicates thoughts poorly. Speaks only when spoken to.	<input type="checkbox"/> Communicates freely, but has trouble expressing clear and concise thoughts.	<input type="checkbox"/> Communicates as well as average applicant for this position.	<input type="checkbox"/> Communicates well and concise. Has focused thoughts.	<input type="checkbox"/> Communicates very well. Is direct and forceful.
6. Attentiveness				
<input type="checkbox"/> Has difficulty understanding points discussed. Attention wanders.	<input type="checkbox"/> Understands only after additional explanation. Short attention span.	<input type="checkbox"/> Attentive and understands with average ability.	<input type="checkbox"/> Very attentive and engaged; quick to understand.	<input type="checkbox"/> Extremely attentive and anticipates course of interview. Alert.
7. Knowledge of position applied for				
<input type="checkbox"/> Little or no knowledge of position.	<input type="checkbox"/> Has some knowledge of position.	<input type="checkbox"/> Is as informed as the average applicant about position.	<input type="checkbox"/> Knows more than the average applicant. Well informed about position.	<input type="checkbox"/> Excellent knowledge of position.
8. Work experience				
<input type="checkbox"/> Has no experience relevant to position.	<input type="checkbox"/> Has limited experience relevant to position.	<input type="checkbox"/> Experience is relevant and adequate for position.	<input type="checkbox"/> More experience than average applicant. Well informed about position.	<input type="checkbox"/> Excellent knowledge of position.
9. Motivation				
<input type="checkbox"/> Not motivated. Appears indifferent.	<input type="checkbox"/> Appears somewhat motivated and interested in position.	<input type="checkbox"/> Motivated and put average effort into job acquisition.	<input type="checkbox"/> Very motivated and earnestly desires this position.	<input type="checkbox"/> Sets high goals. Was well prepared for interview.
10. Suitability for this position				
<input type="checkbox"/> Not suited for this position.	<input type="checkbox"/> Suitable for this position but below average.	<input type="checkbox"/> Suitable for this position. Average.	<input type="checkbox"/> Well suited for this position.	<input type="checkbox"/> Extremely well suited for this position. Outstanding.

Additional comments: _____