

Departmental Peer Interview Guidelines

Generally, peer interview teams will consist of 3 interviewees.

Each interviewee must have viewed or attended Peer Interview Training CBT prior to participating in first peer interview.

At least one question from each desired attribute category must be asked.

All chosen questions must be asked of each candidate.

Interview Decision Matrix

Add Name of Interviewer Somewhere

DESIRED ATTRIBUTES	IMPORTANCE WEIGHT	CANDIDATE 1	CANDIDATE 2	CANDIDATE 3	CANDIDATE 4
Knowledge/Competence					
Reliability/Dependability					
Problem Solving Skills					
Communication Skills					
Coping Skills					
Teamwork					
Integrity/Respect					
Creativity					
TOTALS:					

Departmental Peer Interview Questions and Notes for _____
(Position Title)

Candidate Name: _____

Knowledge/Competence:

1.

2.

Reliability/Dependability:

1.

2.

Problem Solving Skills:

1.

2.

Communication Skills:

1.

2.

Coping Skills:

1.

2.

Teamwork:

1.

2.

Integrity/Respect:

1.

2.

Creativity:

1.

2.