

INTERVIEW RESPONSE FORM A

Interviewer: Please ask to see the citizen's JA BizTown Job Application before beginning the interview. Refer to the three jobs the citizen applied for as you ask the questions below and evaluate his or her responses. You will be helping to decide which job the applicant receives. (Teachers attempt to place citizens in one of their top 3 preferences, but this is not always possible.) To aid in final citizen placement, please rate responses by circling a number between 1 and 5, using 1 as the lowest ranking and 5 as the highest.

Interviewer Name _____

Citizen Name _____ Date _____

- | | | | | | |
|---|--------------------|---|---|---|---------------------|
| 1. Why are you applying for Job #1? | lowest
1 | 2 | 3 | 4 | highest
5 |
| 2. What skills do you have that qualify you for this job? | lowest
1 | 2 | 3 | 4 | highest
5 |
| 3. Describe any past experiences doing something similar to this job. | lowest
1 | 2 | 3 | 4 | highest
5 |
| 4. What do you believe is your greatest strength, and how does that qualify you for Job #2? | lowest
1 | 2 | 3 | 4 | highest
5 |
| 5. Describe some of the skills that are needed to be a good team member in this job. | lowest
1 | 2 | 3 | 4 | highest
5 |
| 6. What do you believe is the most important trait of a quality business? | lowest
1 | 2 | 3 | 4 | highest
5 |
| 7. What do you believe would be your greatest challenge in Job #3? | lowest
1 | 2 | 3 | 4 | highest
5 |
| 8. Why do you want this job? | lowest
1 | 2 | 3 | 4 | highest
5 |

INTERVIEW RESPONSE FORM A

If you desire and if time allows, please ask two or three additional questions from below.

Optional Interview Questions:

1. In what school activities are you currently involved?
2. Do you prefer working alone or with other people?
3. How would your friends describe you?
4. Name someone you admire. What do you admire most about this person?
5. Do you like working with computers?
6. Are you a good communicator? Do you like to write or speak in public? Why?
7. Are you dependable? Give me an example.
8. Are you a leader? How have you demonstrated leadership in the past?
9. Are you creative? Give me an example.
10. Give me an example of a time you were a good team member.
11. What skills do you have that will help you in a job at JA BizTown?
12. Is there a question about this job that you would like to ask me?

Rate below the response to the questions you selected:

	lowest				highest
First Question # _____	1	2	3	4	5
Second Question # _____	1	2	3	4	5
Third Question # _____	1	2	3	4	5

Final Evaluation

The goal of the interview is to match each citizen to the appropriate job. Please rate how well you think this citizen would be suited for each job he or she applied for.

Job #1 _____

Business _____

	lowest				highest
Overall Match Rating:	1	2	3	4	5

Job #2 _____

Business _____

	lowest				highest
Overall Match Rating:	1	2	3	4	5

Job #3 _____

Business _____

	lowest				highest
Overall Match Rating:	1	2	3	4	5

INTERVIEW RESPONSE FORM B

Interviewer: Please ask to see the citizen's JA BizTown Job Application before beginning the interview. Refer to the three jobs the citizen applied for as you ask the questions on the back of this page and evaluate the responses. To aid in final citizen placement, please rate the applicant by circling a number between 1 and 5, using 1 as the lowest ranking and 5 as the highest.

Interviewer Name _____

Citizen Name _____ Date _____

Business/Job Choice #1 _____

Business/Job Choice #2 _____

Business/Job Choice #3 _____

Please rate the citizen on the following items:

	Poor		Fair		Excellent
1. Job Application:					
Complete	1	2	3	4	5
Neatness	1	2	3	4	5
2. Personal Appearance	1	2	3	4	5
3. Eye Contact	1	2	3	4	5
4. Articulate	1	2	3	4	5
5. Qualifications	1	2	3	4	5

INTERVIEW RESPONSE FORM B

Interviewer: Take notes or make comments as necessary to help you rate this applicant.

1. Why would you like this job?
2. Do you like working with computers? Describe some of your experiences.
3. Are you a good communicator? Do you like to write or speak in public? Why?
4. Are you dependable? Give me an example.
5. Are you a leader? How have you demonstrated leadership in the past?
6. Are you creative? Give me an example.
7. Give me an example of a time when you were a good team member.