**SMARTtools for Leaders™**

**Focused Interview for the role:** (insert title of role)

**Candidate: Interviewer:**

**Date: Recommendation:** Proceed/Reject

**Rating and Comments (A,B,C):**

**Area of Focus for This Interview:**

**Summary:**

|  |  |
| --- | --- |
| **STRENGTHS** | **RISKS** |
| 1. <INSERT>
 | 1. <INSERT>
 |

|  |
| --- |
| **SUCCESSES** |
| ***The purpose of this interview is to talk about [area of focus for this interview]. Let’s talk about some examples when you have succeeded in this area. What was the situation? What did you do? What were the results?*** |  |

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| **FAILURES/LESSONS LEARNED** |
| ***Let’s talk about some examples of when you did not succeed in this area. What was the situation, what did you do, what were the results?*** |  |

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