**SMARTtools for Leaders™**

**Who Interview® for the role:** (insert title of role)

**Candidate: Interviewer:**

**Date: Recommendation:** Proceed/Reject

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

**Summary:**

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

|  |
| --- |
| **EARLY YEARS** |
| ***Who were key influences in your early years?*** |  |
| ***What were you known for back then?*** | *
 |
| ***What were some of your biggest highlights and lowlights during your education years (e.g. high school, college, graduate school, if applicable).*** |  |

**(Copy and paste for every job)**

|  |
| --- |
| **JOB TITLE, EMPLOYER, YEARS** |
| ***What were you hired to do?*** |  |
| ***What were your priorities? What did your accomplish, and how?*** | *
 |
| ***What were mistakes and lessons learned?*** |  |
| ***Who was on your team? How were those relationships?*****(Hiring, firing, developing team)** |  |
| ***Primary Boss' Name?*** |  |
| ***How did your boss rate your performance?*** |  |
| ***Strengths your boss might mention?*** |  |
| ***Weaknesses your boss might mention?*** |  |
| ***What were your reasons for leaving?*** |  |

|  |
| --- |
| **FUTURE CAREER GOALS** |
| ***What are your future career goals?*** |  |

****