**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?*** |  |

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

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