



INTERVIEWER ACCOUNTABILITY FORM

Effective interviewing means expected job performance and actual job performance are identical.

Candidate's Name: _____ Start Date: ____/____/____

Job Title: _____ Was the job accurately portrayed? **YES NO**

I recommend hiring the above candidate. Based on my interview, I have determined that he/she meets the minimum hiring standard (check all that apply):

_____ has the required job Skills...or plan to train.

_____ has a predominant Internal Locus of Control.

_____ has a predominant Career Fit Match.

Hiring Manager Sign-Off: _____ Date: ____/____/____

TURNOVER TRACKING:

Date employment ended: ____/____/____

_____ Resigned (voluntary) _____ Terminated (involuntary)

Which best describes the employee's overall job performance level? **1 2 3 4 5**
(5=Excellent, 4=Above Average, 3=Average, 2=Below Average, 1=Unsatisfactory)

If the employee was employed less than 1 year, please complete the following:

I missed the following (choose all that apply): _____ required job Skills
_____ predominant Internal Locus of Control
_____ predominant Career Fit Match

As an interviewer, here are the specific changes I plan to make to improve my quality-of-hire:

Hiring Manager: _____ Date: ____/____/____