WORKSHEET
Videos: Simulated Interviews

As you watch the interview simulations, use this worksheet to guide your conversations. We recommend that you view the videos with other colleagues but that each participant complete a worksheet independently. This same worksheet can be used for all three video simulations.

During each of the three interviews, use the area below **and on the next page** to take notes. When the interview portion is complete, pause the video. Discuss and compare thoughts and reflections with your colleagues.

Best Practice 3
Screen Employees and Volunteers

Goal 3
Implement Screening Measures

OBJECTIVE

- Discuss interviewers' approaches to screening in the simulated interviews
- Practice identifying areas of note in an interview

AUDIENCE Committee members and individual(s) responsible for hiring

TIME
45 minutes per video

Observations

What did you observe about the applicant? List any strengths, areas of concern, or points for further consideration.

What did you observe about the interviewer? List any strengths, areas of concern, or points for further consideration.

RESUME THE VIDEO AND WATCH THE INTERVIEWER'S DEBRIEF

After listening to the interviewer's analysis, discuss these questions with your group:

- What points in the analysis seem especially important?
- Is there anything you noted that the interviewer did not? If so, what?
- What questions remain for you about this applicant ?
- What decisions would you have made at the end of this interview about next steps to take with this applicant? Why?
- What questions remain for you about the interview process?