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**NAME OF APPLICANT**

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**POSITION APPLYING FOR**

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**POSITION REQUISITION #**

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**EMPLOYMENT SPECIALIST**

**RATING Outstanding**

 **Exceeds Expectations**

 **Meets Expectations**

 **Needs Improvement**

Critical Success Factors

ORIENTATION TO SERVICE

**Can you describe an example of a time when you worked collaboratively on a project by going beyond your primary job responsibilities?**

PROMPTS:

* Please describe the situation.
* Please describe your involvement, that is, what exactly you did.
* What was the outcome?
* Can you think of another time when you worked collaboratively on a project beyond your
primary job responsibilities?

**RATING: Outstanding Exceeds Expectations Meets Expectations Needs Improvement**

**COMMENTS:**

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**Describe a situation when you encountered an irate customer/co-worker.**

PROMPTS:

* Please describe how you handled the situation.
* What was the outcome?
* If the encounter were to reoccur, would you handle it differently? If yes, what
would you do differently?

**RATING: Outstanding Exceeds Expectations Meets Expectations Needs Improvement**

**COMMENTS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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ATTENTION TO DETAIL

**Describe a situation in your former position that required you to be “attentive” to details.**

PROMPTS:

* What strategies or systems did you use to minimize errors in your work?
* How would others describe your attention to detail in your work?
* What are your feelings about the statement, “An employee should be held accountable for the quality of their work”?

**RATING: Outstanding Exceeds Expectations Meets Expectations Needs Improvement**

**COMMENTS:**

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CONFIDENTIALITY

**You receive a call from your manager directing you to prepare information about your group’s progress of the project without the knowledge of others. Several hours later, a group member pulls you aside and whispers, “Have you heard anything about the project being transferred to another unit?**

PROMPTS:

* How would you respond?
* What might you say?
* What criteria would you use to determine if something was confidential?
* How did you respond to similar situations in the past?

**RATING: Outstanding Exceeds Expectations Meets Expectations Needs Improvement**

**COMMENTS:**

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SAFE WORK PRACTICES

**Can you give me an example from a past job situation of a safety concern associated with the type of work you did?**PROMPTS:

* What did you do?
* Who do you believe is most responsible for making sure safe work practices are followed?

**RATING: Outstanding Exceeds Expectations Meets Expectations Needs Improvement**

**COMMENTS:**

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TIME MANAGEMENT AND MANAGING MULTIPLE PRIORITIES

**Describe a time when you had to complete several projects at once.**PROMPTS:

* How did you organize that situation?
* How did you decide which task had the highest priority?
* What was the outcome?
* There are times when the volume of work is akin to standing under a waterfall.
Elaborate on the values that guide your productivity during these times.

**RATING: Outstanding Exceeds Expectations Meets Expectations Needs Improvement**

**COMMENTS:**

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**What skills/behaviors/attitudes will you bring to this position?**

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**What expectations do you have of the UW as a future employer?**

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ROLE PLAY

***Use the example below or a common situation that a person in the position would typically encounter and role-play with the candidate to assess how they respond to the situation.***

*ROLE PLAY EXAMPLE:*

*In this scenario, you receive a telephone call from the director of the department complaining about the report you submitted.*

*Staff Member #1 (Answering the telephone):*

*“Good afternoon. UW Research Center. This is (insert your name) speaking. How may I help you?*

*Director (Sounding annoyed and rushed):*

*“Yeah, (name of applicant), this is (name of interviewer). I got the report you sent me. There are at least three errors in it and I’m not even sure that some of the data is current. I have to have my report in by 3:00 p.m. today using the information you sent me.”*

*Staff Member #1: (How would you respond?)*

**COMMUNICATION**

PROMPTS:What would you do and say? What questions might you ask?

**RATING: Outstanding Exceeds Expectations Meets Expectations Needs Improvement**

**COMMENTS:**

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**ORIENTATION TO SERVICE**

PROMPTS:What would you do and say? What questions might you ask?

**RATING: Outstanding Exceeds Expectations Meets Expectations Needs Improvement**

**COMMENTS:**

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**CREATIVE PROBLEM SOLVING**

PROMPTS:What would you do and say? What questions might you ask?

**RATING: Outstanding Exceeds Expectations Meets Expectations Needs Improvement**

**COMMENTS:**

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Summary Comments

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**CANDIDATE IS: Recommended Not Recommended**

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