GEORGIA PERIMETER COLLEGE
SUPPORT STAFF INTERVIEW CHECKLIST

NAME: ____________________________________________
(Mr./Ms.) Last First Middle or Maiden

WORK EXPERIENCE: ____________________________________________________________
_____________________________________________________________________________

COMMENTS: ___________________________________________________________________
_____________________________________________________________________________

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<tr>
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<th>SUPERIOR</th>
<th>ABOVE AVERAGE</th>
<th>AVERAGE</th>
<th>BELOW AVERAGE</th>
<th>POOR</th>
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<tbody>
<tr>
<td>Appropriate Business Attire</td>
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<td>Gen. Knowledge of Position</td>
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<td>Skills Needed for Position</td>
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<td>Oral Communication Skills</td>
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<td>Employment Potential</td>
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Pre-Employment Screening (if appropriate):

☐ Criminal History
☐ Pre-employment Drug Test
☐ Valid GA Driver’s License

Position: ___________________________ Replacement for: ___________________________

Recommended for Employment: ☐ Yes ☐ No

Recommended Employment Date: ___________________________

REMARKS/FOLLOW UP: ___________________________
_____________________________________________________________________________

REVIEWED BY: ___________________________ (Signature) DATE: ____________________

08/05 (over)
SKILLS ASSESSMENT

EDUCATION:
(Please describe in space provided)

Degree
Certification
Diploma

SKILLS: OFFICE
☐ MS Word  ☐ Excel  ☐ Access  ☐ Outlook  ☐ Powerpoint
☐ Other

(Please describe in space provided)

Accounting
Computer
Customer Service
Office Procedures
Problem Solving
Written Communication
Other

SKILLS: TECHNICAL
(Please check appropriate box)

☐ Carpentry  ☐ Custodial  ☐ Electrical
☐ Heating/Air  ☐ Horticulture  ☐ Maintenance
☐ Painting  ☐ Plumbing  ☐ Security
☐ Other  ☐ Welding  ☐ Dispatch

Equipment:

Supervisory Experience: