



Applicant Interview Sheet

Applicant Name		Date	
Position Applied		Department	
Interviewer Name		Hiring Manager	

Directions: Place Check Mark the corresponding box.	Excellent	Good	Average	Fair	Poor	Comments
Firm handshake (not limp or too strong)						
Introduction (eye contact, smile, says name)						
Dressed appropriately for the job.						
Banking and/or Cash Handling Experience						
Experience in dealing with people and/or sales.						
Basic Interview Questions						
Tell me about your professional background.						
How did you hear about this job opening?						
What do you know about banking?						
What are your strengths and weaknesses						
Where do you see your career in five years?						
Situational Interview Questions						
Give me an example of a time that you went above and beyond the call of duty.						
Have you ever been on a team where someone was not pulling their own weight? How did you handle it?						
Tell me about a time where you had to deal with a conflict on the job. How did you handle it?						
How would you go about establishing your credibility quickly with a team?						
How would you describe your work style?						
What would be your ideal working environment?						
Final Discussions						
Why do you think we should hire you for this job?						
What salary are you seeking?	\$ _____					
Review and discuss detailed Job Description, including tasks, responsibilities, hours, and uniforms.						
Introduce Employee Benefits (Medical, 401(k), vacation, sick, holiday, etc.)						



Ask Job-Related Questions Only:

- What makes this job appealing to you?
- Why do you want to work for MBT? What do you know about our Company?
- What is the most valuable criticism you have ever received? How did it help you?
- Tell me about your knowledge of banking and finance.
- Tell me about your short and long-term goals? (example: one-year commitment)
- On former jobs, were you asked for ideas or suggestions for improvements to a policy or procedure? What were some of these ideas or suggestions? Were they implemented?
- If I asked your previous/current co-workers about you, what would they say?
- If someone told you that you had made an error, describe how you would react and what you would say in your defense.
- Tell me about a time when you were a part of a great team. What was your part in making the team effective
- What do you do when others resist or reject your ideas or actions?
- To you, which is more desirable: A business that is run in an efficient business-like manner OR a business that is run in a personal and friendly way?
- Could you share with us a recent accomplishment of which you are most proud?
- What is your interpretation of "success?"
- Describe an ideal work environment or "the perfect job."
- Why do you think we should hire you?