

Appendix A

Related forms and evaluations

Here are all related forms and evaluations aligned with the Korn Ferry Interview Architect™ Interview Guide tools. These are available to you for download and print as needed within your organization: www.kornferry.com/ia-resources.

Interview Notes: This is the primary form for recording notes from the interview. Content includes probes, themes, rating, etc.

Learning Agility Evaluation: Use this summary evaluation to assess overall learning orientation at the conclusion of the competency-based interview. Consider all of the candidate's responses to all questions when completing the summary. Items on the right side of the page describe characteristics of more agile learners. Items on the left side of the page are more descriptive of passive, random, or non-learners.

Candidate Summary Evaluation: Use this summary evaluation to assess overall impressions of the candidate being assessed. This form will help facilitate the review discussion of a particular candidate by all those involved in the interview process. This form goes beyond just competency content to address things like functional/technical skills, cultural fit, development, etc.

Interview Notes (Stallers/Stoppers version): This is the primary form for recording notes from the interview. Content includes: probes, themes, rating, etc. This form specifically aligns to the language used in conjunction with the stallers and stoppers (A problem/not a problem, etc.).

For additional information, please contact:

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