

Capital Care

Gentle hearts & hands that love & care

12416 Denley Road
Silver Spring, MD 20906

Telephone: 202-787-0333 or 301-949-0466

Fax: 301-933-2007

Email: Denley_house@yahoo.com

INTERVIEW SUMMARY SHEET

Date of Interview _____ Position Desired _____

Name of Applicant _____

	Yes	No
Punctual for appointment		
Application legibly completed		
Good communication skills		
Appropriately dressed		
Job experience meets requirements		
Starting Salary discussed		
Understands work schedule		
Understands overtime policy		
Understands late notes policy		
Professional references completed		
Personal references completed		
Pre-employment requirements completed		

Available for: Full-time/part-time

Wages: Hourly rate is \$_____

Benefits: Offered/not offered

Immediate Supervisor: _____

Signature of Employee _____ Title _____ Date _____

Signature of Interviewer _____ Title _____