

POWELL'S TRAIT CHECKLIST

Candidate's Name _____ Interviewer _____

Position Sought _____ Interview Date _____

Please give me an A, B, C, or D grade for each trait listed under each category with your supporting comments and circle the most descriptive words and traits.

Characteristic	Descriptive Words and Traits	Grade	Comments			
P ersonality	Compatible Outgoing Sensitive	Teacher Mentor Resolver	Interesting Adaptable Pleasant	Rapport Flexible Tolerant		
O rganization	Planner Organizer Supervisor	Resourceful Analyst Structured	Controller Systems Procedures	Goal Setter Thorough Juggler		
W ork Motivation	Ambitious Excels Aptitude	Assertive Energetic Initiator	Achiever Persuasive Hard worker	Charger Influencer Committed		
E xpressiveness	Articulate Animated Attractive	Thoughtful Reflective Accents	Eye contact Poise Presenter	Grammar Jargon Worldly		
L earning Ability	Intelligent Aptitude Task oriented	Promotable Competent Potential	Scholar Achiever Worker	Analytic Talker Match		
L eadership	Decisive Responsible Mature	Practical Confident Authoritative	Objective Logical Realistic	Leader Tenacious Solver		
S kill Match	Degree Major Courses	Grades Licenses Certificates	Technical Knowledge Functional Knowledge Industry Knowledge			
Probable Action: <input type="checkbox"/> No Interest <input type="checkbox"/> Unsure <input type="checkbox"/> Follow-up Interviews <input type="checkbox"/> Offers					<u>Overall Grade</u>	