

CANDIDATE NUMBER 1

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 346 / 47 / 3157

Name Appleton John Paul
Last First Middle

Present Address 3819 Concord St. Springfield MA
Street City State Zip

Permanent Address 3819 Concord St. Springfield MA
Street City State Zip

Phone Number 555-6172 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2½ weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer No

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>3 years</u>	<u>Orange Computers Springfield, MA</u>	<u>\$32,000</u>	<u>Sales Rep. Personal Comp. to Dealers</u>	
<u>4 years</u>	<u>Massachusetts Instruments Boston, MA</u>	<u>\$23,000</u>	<u>Sales Rep. Calculators to Dealers</u>	<u>More money</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Duluth Northern Duluth, MN</u>	<u>3</u>	<u>1981</u>	
<u>College</u>	<u>University of Minnesota Minneapolis, MN</u>	<u>5</u>	<u>1986</u>	<u>B.A. in Elec. Eng. A.A.S. in Business</u>
<u>Graduate School</u>				

U.S. Military or Naval Service No Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious

(Civic, Athletic, Fraternal, etc.) Springfield Jr. Chamber of Commerce, NRA

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 1

CANDIDATE'S NAME Appleton, John	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input checked="" type="checkbox"/>					
Posture <input type="checkbox"/> Manners <input type="checkbox"/>		X			
Dress <input checked="" type="checkbox"/> Neatness <input type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>		X			
Asked Pertinent Questions <input checked="" type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>	X				
Grammar and Vocabulary <input type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input type="checkbox"/>					
Confidence in Abilities <input checked="" type="checkbox"/>		X			
Realistic and Practical <input checked="" type="checkbox"/>					
E. MATURITY					
Responsible <input type="checkbox"/> Leader-Campus <input type="checkbox"/>					
Self-Reliant <input checked="" type="checkbox"/> Judgment <input type="checkbox"/>		X			
Decisive <input type="checkbox"/> Leader-Work <input checked="" type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="checkbox"/>					
Honest and Sincere <input type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input type="checkbox"/> Aggressive <input checked="" type="checkbox"/>					
Extrovert <input type="checkbox"/> Unresponsive <input type="checkbox"/>		X			
Motivation <input checked="" type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input type="checkbox"/>		X			
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="checkbox"/>					
Drive and Ambition <input checked="" type="checkbox"/>		X			
Ability and Qualification <input checked="" type="checkbox"/>					

Strong Points	
Sour Notes	Hi-tech orientation
Advice	Estimated age at 30
Hiring Problems	Pioneer type (G)
Background	References good
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION		
<input type="checkbox"/> Invitation	<input type="checkbox"/> No Job Match	<input type="checkbox"/> Uncertain at This Time
<input type="checkbox"/> Offer	<input type="checkbox"/> No Mutual Interest	<input checked="" type="checkbox"/> Will Refer to <u>Sales Manager</u>
Candidate Will Be Contacted by What Date? _____		

CANDIDATE NUMBER 2

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 277 / 62 / 2148

Name Young Debra Perry
Last First Middle

Present Address 2139 Ashman Peoria IL
Street City State Zip

Permanent Address 2139 Ashman Peoria IL
Street City State Zip

Phone Number 555-8422 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2 1/2 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Yes

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
4 years	Sturdy Engineering Design, Inc. Peoria, IL	\$33,500	Acct. Exec.	Limited opportunity
3 years	Yellow Tractor Co. Dubuque, IA	\$28,000	Engineer	Wanted Sales Position
2 years	King Drilling & Refining Colorado Springs, CO	\$20,000	Purchasing Agent	Left for school
3 years	King Drilling & Refining Colorado Springs, CO	\$15,000	Office Worker	Promotion to PA

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
High School	Kankakee High School Kankakee, IL	3	1976	College Prep/Bus
College	Michigan State University East Lansing, MI	4	1985	B.S. Engineering/Mktg.
Graduate School				

U.S. Military or Naval Service Yes Rank Private Present Membership in National Guard or Reserves

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Young Democrats
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 2

CANDIDATE'S NAME Young, Debra	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input type="radio"/> Bearing <input checked="" type="checkbox"/>					
Posture <input type="radio"/> Manners <input checked="" type="checkbox"/>		X			
Dress <input checked="" type="checkbox"/> Neatness <input type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input type="checkbox"/>	X				
Asked Pertinent Questions <input checked="" type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>		X			
Grammar and Vocabulary <input type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input type="checkbox"/>					
Confidence in Abilities <input checked="" type="checkbox"/>		X			
Realistic and Practical <input checked="" type="checkbox"/>					
E. MATURITY					
Responsible <input checked="" type="checkbox"/> Leader-Campus <input type="checkbox"/>					
Self-Reliant <input type="checkbox"/> Judgment <input checked="" type="checkbox"/>		X			
Decisive <input type="checkbox"/> Leader-Work <input checked="" type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="checkbox"/>					
Honest and Sincere <input checked="" type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input type="checkbox"/> Aggressive <input checked="" type="checkbox"/>					
Extrovert <input type="checkbox"/> Unresponsive <input type="checkbox"/>			X		
Motivation <input type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input checked="" type="checkbox"/>	X				
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="checkbox"/>					
Drive and Ambition <input type="checkbox"/>	X				
Ability and Qualification <input checked="" type="checkbox"/>					

Strong Points	Diversified background References good Estimated age 35-36 Good work experience
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 3

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 315 / 45 / 5942

Name Karlson David N
Last First Middle

Present Address 4362 Broadway Las Vegas Nevada
Street City State Zip

Permanent Address 4362 Broadway Las Vegas Nevada
Street City State Zip

Phone Number 555-4259 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2½ weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Not Yet

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>2 years</u>	<u>Flamingo Hotel Las Vegas, NV</u>	<u>\$25,000</u>	<u>Croupier (dealer)</u>	<u>Desired better opportunity</u>
<u>1½ years</u>	<u>Manufacturers Hanover Trust Co. New York, NY</u>	<u>\$20,000</u>	<u>Management Trainee</u>	<u>Desired higher earnings</u>
<u>2 years</u>	<u>University of Virginia Charlottesville, VA</u>	<u>\$4.52/hr</u>	<u>Research Supervisory</u>	<u>Graduated school</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Herricks High School New Hyde Park, NY</u>	<u>3</u>	<u>1981</u>	
<u>College</u>	<u>Syracuse University Syracuse, NY</u>	<u>4</u>	<u>1985</u>	<u>B.A. History/Lib. Art</u>
<u>Graduate School</u>	<u>University of Virginia Charlottesville, VA</u>	<u>2</u>	<u>1989</u>	<u>M.A. Economic History</u>

U.S. Military or Naval Service No Rank _____ Present Membership in National Guard or Reserves Yes

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Historic Preservation Society
 EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 3

CANDIDATE'S NAME Karlson, David	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING (A)	ABOVE AVERAGE (B)	SATISFACTORY ACCEPTABLE (C)	LIMITED POTENTIAL (D)	NOT ACCEPTABLE (F)
A. APPEARANCE					
Grooming <input type="radio"/> Bearing <input checked="" type="radio"/>					
Posture <input checked="" type="radio"/> Manners <input type="radio"/>		X			
Dress <input checked="" type="radio"/> Neatness <input type="radio"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input type="radio"/>					
Knowledge of Positions Open <input checked="" type="radio"/>		X			
Asked Pertinent Questions <input type="radio"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="radio"/>					
Presentation of Ideas <input checked="" type="radio"/>			X		
Grammar and Vocabulary <input type="radio"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="radio"/>					
Confidence in Abilities <input type="radio"/>		X			
Realistic and Practical <input checked="" type="radio"/>					
E. MATURITY					
Responsible <input type="radio"/> Leader-Campus <input type="radio"/>					
Self-Reliant <input checked="" type="radio"/> Judgment <input type="radio"/>		X			
Decisive <input checked="" type="radio"/> Leader-Work <input type="radio"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="radio"/>					
Honest and Sincere <input checked="" type="radio"/>			X		
Artificial <input type="radio"/>					
G. PERSONALITY					
Enthusiastic <input type="radio"/> Aggressive <input type="radio"/>					
Extrovert <input checked="" type="radio"/> Unresponsive <input type="radio"/>		X			
Motivation <input type="radio"/> Noncommittal <input type="radio"/>					
H. QUALIFICATIONS					
Academic Preparation <input type="radio"/>					
Work Experience <input checked="" type="radio"/>			X		
Position Match <input checked="" type="radio"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="radio"/>					
Drive and Ambition <input checked="" type="radio"/>		X			
Ability and Qualification <input type="radio"/>					

Strong Points	Very likeable Potential trainee Estimated age 27-28 References check
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 4

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 231 / 99 / 7893

Name Olson Henry Lawrence
Last First Middle

Present Address 37256 Sunset Drive S. Irvine CA
Street City State Zip

Permanent Address 37256 Sunset Drive S. Irvine CA
Street City State Zip

Phone Number 555-9117 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2½ weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer No

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>7 years</u>	<u>Custom Car Works Orange, CA</u>	<u>\$30,000</u>	<u>Sales Manager</u>	<u>Better opportunity in a dynamic envir.</u>
<u>5 years</u>	<u>Import Car Center Los Angeles, CA</u>	<u>\$22,000</u>	<u>Salesperson Fleet Sales</u>	<u>Management Position</u>
<u>2 years</u>	<u>John Henry Chevy Los Angeles, CA</u>	<u>\$19,000</u>	<u>Salesperson</u>	<u>Higher pay -- opportunity</u>
<u>4 years</u>	<u>National Mutual Life Irvine, CA</u>	<u>\$15,000</u>	<u>Sales Agent</u>	<u>Potential Pay Higher in Autos</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>S. Irvine High School S. Irvine, CA</u>	<u>3</u>	<u>1975</u>	
<u>College</u>				
<u>Graduate School</u>				

U.S. Military or Naval Service No Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Junior Achievement Advisor, Archery Club
 EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 4

CANDIDATE'S NAME Olson, Henry	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input checked="" type="checkbox"/>					
Posture <input type="checkbox"/> Manners <input checked="" type="checkbox"/>	X				
Dress <input checked="" type="checkbox"/> Neatness <input type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>		X			
Asked Pertinent Questions <input type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>	X				
Grammar and Vocabulary <input checked="" type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="checkbox"/>					
Confidence in Abilities <input checked="" type="checkbox"/>		X			
Realistic and Practical <input type="checkbox"/>					
E. MATURITY					
Responsible <input checked="" type="checkbox"/> Leader-Campus <input type="checkbox"/>					
Self-Reliant <input type="checkbox"/> Judgment <input type="checkbox"/>		X			
Decisive <input type="checkbox"/> Leader-Work <input checked="" type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="checkbox"/>					
Honest and Sincere <input checked="" type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input checked="" type="checkbox"/> Aggressive <input type="checkbox"/>					
Extrovert <input checked="" type="checkbox"/> Unresponsive <input type="checkbox"/>	X				
Motivation <input checked="" type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/> 1					
Work Experience <input checked="" type="checkbox"/> 2			X2	X1	
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input checked="" type="checkbox"/>					
Drive and Ambition <input checked="" type="checkbox"/>		X			
Ability and Qualification <input type="checkbox"/>					

Strong Points	Understands automobile manufacturing and suppliers business A professional salesperson Estimated age 36-38 Knows California market well References very good
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 5

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 337 / 12 / 4348

Name Fernandez Maria
Last First Middle

Present Address 3122 Jackson Creek Rd. Lyndon Kansas
Street City State Zip

Permanent Address 8122 Jackson Creek Rd. Lyndon Kansas
Street City State Zip

Phone Number 555-1849 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2½ weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer No

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>5 years</u>	<u>Surefly Aircraft Co. Lyndon, KS</u>	<u>\$28,500</u>	<u>Cost Accountant</u>	<u>Desire higher earnings</u>
<u>2½ years</u>	<u>Henry J. Wentworth Sales Dallas, TX</u>	<u>\$20,000</u>	<u>Jr. Salesperson</u>	<u>Desire higher earnings</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Salina High School Salina, KS</u>	<u>3</u>	<u>1981</u>	
<u>College</u>	<u>Kansas State University Wichita, KS</u>	<u>4</u>	<u>1985</u>	<u>B.S. Marketing/Accounting</u>
<u>Graduate School</u>				

U.S. Military or Naval Service No Rank Present Membership in National Guard or Reserves

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Golf, YMCA

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 5

CANDIDATE'S NAME Fernandez, Maria	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input type="radio"/>					
Bearing <input checked="" type="radio"/>					
Posture <input checked="" type="radio"/>		X			
Manners <input type="radio"/>					
Dress <input checked="" type="radio"/>					
Neatness <input type="radio"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input type="radio"/>					
Knowledge of Positions Open <input type="radio"/>		X			
Asked Pertinent Questions <input checked="" type="radio"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="radio"/>					
Presentation of Ideas <input checked="" type="radio"/>		X			
Grammar and Vocabulary <input type="radio"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="radio"/>					
Confidence in Abilities <input type="radio"/>		X			
Realistic and Practical <input checked="" type="radio"/>					
E. MATURITY					
Responsible <input checked="" type="radio"/>					
Leader-Campus <input checked="" type="radio"/>					
Self-Reliant <input type="radio"/>		X			
Judgment <input type="radio"/>					
Decisive <input type="radio"/>					
Leader-Work <input type="radio"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="radio"/>					
Honest and Sincere <input checked="" type="radio"/>	X				
Artificial <input type="radio"/>					
G. PERSONALITY					
Enthusiastic <input checked="" type="radio"/>					
Aggressive <input type="radio"/>					
Extrovert <input type="radio"/>		X			
Unresponsive <input type="radio"/>					
Motivation <input checked="" type="radio"/>					
Noncommittal <input type="radio"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="radio"/>					
Work Experience <input checked="" type="radio"/>		X	X		
Position Match <input type="radio"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="radio"/>					
Drive and Ambition <input checked="" type="radio"/>		X			
Ability and Qualification <input checked="" type="radio"/>					

Strong Points	Understands decision-making processes in corporations, efficiency Estimated age 29-30 Speaks Spanish References good
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 6

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 353 / 23 / 2312

Name Blair Peter
Last First Middle

Present Address 102 2nd Street Ann Arbor MI
Street City State Zip

Permanent Address 4216 Washington Midland MI
Street City State Zip

Phone Number 555-5961 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 3 weeks

Are You Employed Now? No If So, May We Inquire of Your Present Employer

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>2½ years</u>	<u>Dalmation RV Company Elkhart, IN</u>	<u>\$25,000</u>	<u>Marketing Manager</u>	<u>Return to school for MBA</u>
<u>1 years</u>	<u>Dalmation RV Company Elkhart, IN</u>	<u>\$19,000</u>	<u>District Marketing Manager</u>	<u>Promotion to Marketing Mgr.</u>
<u>3 summers</u>	<u>The Morning News Saginaw, MI</u>	<u>\$1,500/mo</u>	<u>Promotional Contractor Sales</u>	<u>Summer job during college</u>
<u>4 months</u>	<u>Less Business Forms Grand Rapids, MI</u>	<u>\$3,500/ 4 mos. Intern.</u>	<u>Sales Rep Intern</u>	<u>Short-term Contract</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Midland High School Midland, MI</u>	<u>3</u>	<u>1982</u>	<u>College Prep</u>
<u>College</u>	<u>Ferris State College Big Rapids, MI</u>	<u>4</u>	<u>1986</u>	<u>B.S. in Marketing (Sales and Gen. Track)</u>
<u>Graduate School</u>	<u>University of Michigan Ann Arbor, MI</u>	<u>2</u>	<u>1994</u>	<u>MBA - Finance</u>

U.S. Military or Naval Service No Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Marketing Club, MBA Association, Little League Baseball Coach
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 6

CANDIDATE'S NAME Blair, Peter	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	ABOVE	SATISFACTORY	LIMITED	NOT	
	OUTSTANDING	AVERAGE	ACCEPTABLE	POTENTIAL	ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input checked="" type="checkbox"/>					
Posture <input type="checkbox"/> Manners <input type="checkbox"/>		X			
Dress <input checked="" type="checkbox"/> Neatness <input checked="" type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>	X				
Asked Pertinent Questions <input checked="" type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>	X				
Grammar and Vocabulary <input type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="checkbox"/>					
Confidence in Abilities <input checked="" type="checkbox"/>	X				
Realistic and Practical <input type="checkbox"/>					
E. MATURITY					
Responsible <input checked="" type="checkbox"/> Leader-Campus <input checked="" type="checkbox"/>					
Self-Reliant <input checked="" type="checkbox"/> Judgment <input type="checkbox"/>		X			
Decisive <input checked="" type="checkbox"/> Leader-Work <input type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="checkbox"/>					
Honest and Sincere <input checked="" type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input checked="" type="checkbox"/> Aggressive <input checked="" type="checkbox"/>					
Extrovert <input checked="" type="checkbox"/> Unresponsive <input type="checkbox"/>		X			
Motivation <input type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input type="checkbox"/>	X				
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input checked="" type="checkbox"/>					
Drive and Ambition <input checked="" type="checkbox"/>	X				
Ability and Qualification <input type="checkbox"/>					

Strong Points	Excellent references No technical experience - some new product development experience Estimated age 27-28 - really only 26 - looks older than is Very business oriented Wants eventual marketing management position
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 7

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 275 / 84 / 4442

Name Grady Robert Gary
Last First Middle

Present Address 5090 Hemlock Albany NY
Street City State Zip

Permanent Address 5090 Hemlock Albany NY
Street City State Zip

Phone Number 555-7388 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Representative Date you Can Start 1 1/2 weeks

Are You Employed Now? No If So, May We Inquire of Your Present Employer

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>6 years</u>	<u>Commercial Ins. Co. Amer. Indianapolis, IN</u>	<u>\$32,000</u>	<u>Safety Eng. -- Traveling</u>	<u>Want sales-oriented position that will use Eng. background</u>
<u>2 1/2 years</u>	<u>Dependable Appliance Co. Lima, OH</u>	<u>\$23,500</u>	<u>Production Engineer</u>	<u>Disliked job</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Flint Northern High School Flint, MI</u>	<u>3</u>	<u>1980</u>	
<u>College</u>	<u>Michigan State University East Lansing, MI</u>	<u>4</u>	<u>1985</u>	<u>B.S. Engineer/OSHA</u>
<u>Graduate School</u>				

U.S. Military or Naval Service Yes Rank Private Present Membership in National Guard or Reserves

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Jazz Drummer

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 7

CANDIDATE'S NAME Grady, Robert	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input checked="" type="checkbox"/>					
Posture <input type="checkbox"/> Manners <input type="checkbox"/>		X			
Dress <input checked="" type="checkbox"/> Neatness <input type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>	X				
Asked Pertinent Questions <input checked="" type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input type="checkbox"/>		X			
Grammar and Vocabulary <input checked="" type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="checkbox"/>					
Confidence in Abilities <input checked="" type="checkbox"/>	X				
Realistic and Practical <input type="checkbox"/>					
E. MATURITY					
Responsible <input type="checkbox"/> Leader-Campus <input type="checkbox"/>					
Self-Reliant <input checked="" type="checkbox"/> Judgment <input type="checkbox"/>		X			
Decisive <input checked="" type="checkbox"/> Leader-Work <input type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="checkbox"/>					
Honest and Sincere <input checked="" type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input type="checkbox"/> Aggressive <input type="checkbox"/>					
Extrovert <input checked="" type="checkbox"/> Unresponsive <input type="checkbox"/>		X			
Motivation <input checked="" type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input checked="" type="checkbox"/>		X			
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="checkbox"/>					
Drive and Ambition <input checked="" type="checkbox"/>		X			
Ability and Qualification <input checked="" type="checkbox"/>					

Strong Points	References excellent Estimated age 31 or 32 Left commercial insurance on own decision - said he could afford to be unemployed for 2 or 3 months while he looked
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 8

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 261 / 53 / 6411

Name Witte Leroy J.
Last First Middle

Present Address 2732 Arcadia Gary IN
Street City State Zip

Permanent Address 2732 Arcadia Gary IN
Street City State Zip

Phone Number 555-4450 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Representative Date you Can Start 2 weeks

Are You Employed Now? No If So, May We Inquire of Your Present Employer Maybe

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>2½ years</u>	<u>National Steep Corp. Gary, IN</u>	<u>\$22,000</u>	<u>Production Supervisor</u>	<u>Laid off</u>
<u>5 years</u>	<u>ABC Real Estate Gary, IN</u>	<u>\$19,000 straight commissn</u>	<u>Real Estate Salesperson</u>	<u>Opportunity at National - Housing Down</u>
<u>7 years</u>	<u>Ball Lighting Co. Gary, IN</u>	<u>\$15,000</u>	<u>Plant Foreman</u>	<u>Laid off</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Gary High School Gary, IN</u>	<u>3</u>	<u>1975</u>	
<u>College</u>	<u>Indiana State University Terre Haute, IN</u>	<u>2</u>	<u>1977</u>	<u>A.A.S. in Business Mgmt.</u>
<u>Graduate School</u>				

U.S. Military or Naval Service Yes Rank Private Present Membership in National Guard or Reserves No

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Bowling League, YMCA
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 8

CANDIDATE'S NAME Witte, Leroy	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING (A)	ABOVE AVERAGE (B)	SATISFACTORY ACCEPTABLE (C)	LIMITED POTENTIAL (D)	NOT ACCEPTABLE (F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input type="checkbox"/>					
Posture <input checked="" type="checkbox"/> Manners <input type="checkbox"/>		X			
Dress <input type="checkbox"/> Neatness <input checked="" type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>		X			
Asked Pertinent Questions <input type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>		X			
Grammar and Vocabulary <input checked="" type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input type="checkbox"/>					
Confidence in Abilities <input checked="" type="checkbox"/>		X			
Realistic and Practical <input checked="" type="checkbox"/>					
E. MATURITY					
Responsible <input checked="" type="checkbox"/> Leader-Campus <input type="checkbox"/>					
Self-Reliant <input type="checkbox"/> Judgment <input checked="" type="checkbox"/>	X				
Decisive <input checked="" type="checkbox"/> Leader-Work <input checked="" type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="checkbox"/>					
Honest and Sincere <input type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input type="checkbox"/> Aggressive <input checked="" type="checkbox"/>					
Extrovert <input type="checkbox"/> Unresponsive <input type="checkbox"/>		X			
Motivation <input checked="" type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input checked="" type="checkbox"/>					
Position Match <input type="checkbox"/>			X		
I. OVERALL EVALUATION					
Long-Range Potential <input type="checkbox"/>					
Drive and Ambition <input type="checkbox"/>		X			
Ability and Qualification <input checked="" type="checkbox"/>					

Strong Points	Estimated age 35 Needs a job right away - laid off four months ago References OK
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 9

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 334 / 71 / 3847

Name Davis Ann Marie
Last First Middle

Present Address 182 Iowa Street Niles IL
Street City State Zip

Permanent Address 182 Iowa Street Niles IL
Street City State Zip

Phone Number 555-8561 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 3 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Not Yet

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>4 years</u>	<u>XYZ Machine Tool Co. Niles, IL</u>	<u>\$27,000</u>	<u>Salesperson</u>	<u>Want better opportunity</u>
<u>1 1/2 years</u>	<u>ACME Industrial Supply Chicago, IL</u>	<u>\$20,000</u>	<u>Salesperson</u>	<u>Laid off due to recession</u>
<u>2 years</u>	<u>Burt's Wholesale Supply South Chicago, IL</u>	<u>\$15,000</u>	<u>Inside sales</u>	<u>Offered better job at ACME</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Peoria High School Peoria, IL</u>	<u>3</u>	<u>1981</u>	<u>College Prep</u>
<u>College</u>	<u>University of Illinois Champaign, IL</u>	<u>4</u>	<u>1985</u>	<u>B.S. in Bus. Adm. (Mktg.)</u>
<u>Graduate School</u>				

U.S. Military or Naval Service No Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) _____

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 9

CANDIDATE'S NAME Davis, Ann	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input type="checkbox"/>					
Posture <input type="checkbox"/> Manners <input type="checkbox"/>			X		
Dress <input checked="" type="checkbox"/> Neatness <input type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>	X				
Asked Pertinent Questions <input type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>		X			
Grammar and Vocabulary <input type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input type="checkbox"/>					
Confidence in Abilities <input type="checkbox"/>		X			
Realistic and Practical <input checked="" type="checkbox"/>					
E. MATURITY					
Responsible <input checked="" type="checkbox"/> Leader-Campus <input checked="" type="checkbox"/>					
Self-Reliant <input type="checkbox"/> Judgment <input type="checkbox"/>		X			
Decisive <input type="checkbox"/> Leader-Work <input type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="checkbox"/>					
Honest and Sincere <input type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input checked="" type="checkbox"/> Aggressive <input checked="" type="checkbox"/>					
Extrovert <input checked="" type="checkbox"/> Unresponsive <input type="checkbox"/>	X				
Motivation <input type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input checked="" type="checkbox"/>	X				
Position Match <input checked="" type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input checked="" type="checkbox"/>					
Drive and Ambition <input type="checkbox"/>	X				
Ability and Qualification <input checked="" type="checkbox"/>					

Strong Points	Sounds like a hard worker - borderline workaholic Estimated age 29-30 Reference good
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 10

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 126 / 30 / 4726

Name Inmann Jane R.
Last First Middle

Present Address 4111 Beumont Tyson Corner VA
Street City State Zip

Permanent Address 4111 Beumont Tyson Corner VA
Street City State Zip

Phone Number 555-5332 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2 1/2 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer No

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>7 1/2 years</u>	<u>J & J Advertising Agency Washington, DC</u>	<u>\$27,500</u>	<u>Acct. Exec.</u>	<u>Want to relocate</u>
<u>5 years</u>	<u>E-Z Street Investments Lynchburg, VA</u>	<u>\$22,000</u>	<u>Stock Broker</u>	<u>Went out of business</u>
<u>2 years</u>	<u>Furniture Designs Richmond, VA</u>	<u>\$14,000</u>	<u>Production Worker</u>	<u>Graduated from college</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Lynchburg High School Lynchburg, VA</u>	<u>3</u>	<u>1975</u>	
<u>College</u>	<u>University of Richmond Richmond, VA</u>	<u>4</u>	<u>1979</u>	<u>B.A. in Business Administration</u>
<u>Graduate School</u>				

U.S. Military or Naval Service Yes Rank Corporal Present Membership in National Guard or Reserves Yes

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) V.A. Chapter

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 10

CANDIDATE'S NAME Inmann, Jane	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input type="checkbox"/>					
Posture <input checked="" type="checkbox"/> Manners <input type="checkbox"/>		X			
Dress <input checked="" type="checkbox"/> Neatness <input type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>		X			
Asked Pertinent Questions <input type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>	X				
Grammar and Vocabulary <input type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="checkbox"/>					
Confidence in Abilities <input type="checkbox"/>		X			
Realistic and Practical <input type="checkbox"/>					
E. MATURITY					
Responsible <input type="checkbox"/> Leader-Campus <input checked="" type="checkbox"/>					
Self-Reliant <input type="checkbox"/> Judgment <input type="checkbox"/>					
Decisive <input type="checkbox"/> Leader-Work <input type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="checkbox"/>					
Honest and Sincere <input checked="" type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input checked="" type="checkbox"/> Aggressive <input checked="" type="checkbox"/>					
Extrovert <input type="checkbox"/> Unresponsive <input type="checkbox"/>		X			
Motivation <input checked="" type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input checked="" type="checkbox"/>			X		
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="checkbox"/>					
Drive and Ambition <input checked="" type="checkbox"/>		X			
Ability and Qualification <input type="checkbox"/>					

Strong Points	Advertising accounts included national brand refrigerator, washers, and other durable goods - good sales skills Estimated age 35 References good
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 11

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 292 / 06 / 2882

Name Cooling Harold James
Last First Middle

Present Address 5327 Tunney Youngstown OH
Street City State Zip

Permanent Address 5327 Tunney Youngstown OH
Street City State Zip

Phone Number 555-3637 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Yes

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>2 years</u>	<u>E-Z Sheet and Tube Youngstown, OH</u>	<u>\$32,000</u>	<u>Senior Engineer</u>	<u>Closing Plant Permanently</u>
<u>4 years</u>	<u>National Harvester Co. Springfield, OH</u>	<u>\$24,000</u>	<u>Production Engineer</u>	<u>Opportunity with E-Z Sheet & Tube</u>
<u>2 years</u>	<u>Ohio Mutual Assurance Co. Mansfield, OH</u>	<u>\$16,000</u>	<u>Insurance Sales Commercial</u>	<u>Return to school</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Toledo Northern Toledo, OH</u>	<u>3</u>	<u>1979</u>	<u>Business</u>
<u>College</u>	<u>Ohio State University Ohio State University Columbus, OH</u>	<u>2</u> <u>4</u>	<u>1981</u> <u>1987</u>	<u>Insurance Engineering</u>
<u>Graduate School</u>				

U.S. Military or Naval Service No Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Jaycees, Billiards Club
 EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 11

CANDIDATE'S NAME Cooling, Harold	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input type="radio"/> Bearing <input checked="" type="radio"/>					
Posture <input type="radio"/> Manners <input type="radio"/>		X			
Dress <input checked="" type="radio"/> Neatness <input checked="" type="radio"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="radio"/>					
Knowledge of Positions Open <input checked="" type="radio"/>		X			
Asked Pertinent Questions <input type="radio"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input type="radio"/>					
Presentation of Ideas <input checked="" type="radio"/>		X			
Grammar and Vocabulary <input checked="" type="radio"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="radio"/>					
Confidence in Abilities <input type="radio"/>	X				
Realistic and Practical <input checked="" type="radio"/>					
E. MATURITY					
Responsible <input checked="" type="radio"/> Leader-Campus <input type="radio"/>					
Self-Reliant <input checked="" type="radio"/> Judgment <input type="radio"/>	X				
Decisive <input type="radio"/> Leader-Work <input type="radio"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="radio"/>					
Honest and Sincere <input checked="" type="radio"/>	X				
Artificial <input type="radio"/>					
G. PERSONALITY					
Enthusiastic <input type="radio"/> Aggressive <input type="radio"/>					
Extrovert <input checked="" type="radio"/> Unresponsive <input type="radio"/>		X			
Motivation <input type="radio"/> Noncommittal <input type="radio"/>					
H. QUALIFICATIONS					
Academic Preparation <input type="radio"/>					
Work Experience <input checked="" type="radio"/>		X			
Position Match <input type="radio"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="radio"/>					
Drive and Ambition <input type="radio"/>		X			
Ability and Qualification <input checked="" type="radio"/>					

Strong Points	Well rounded individual Estimated age at 32-33 President of local Jaycees Would be willing to relocate References good
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 12

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 387 / 43 / 5278

Name Lindy Kurt Mayfield
Last First Middle

Present Address 6155 McKieth, Apt. 3-C Springfield OH
Street City State Zip

Permanent Address 6155 McKieth, Apt. 3-C Springfield OH
Street City State Zip

Phone Number 555-8437 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 3 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Yes

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>1½ years</u>	<u>E-Z Financial Corp. Springfield, OH</u>	<u>\$23,000</u>	<u>Commercial Finance Manager</u>	<u>Want to sell tangible product</u>
<u>2 years</u>	<u>Pittsburgh National Bank PNB Data Service Division Pittsburgh, PA</u>	<u>\$18,000</u>	<u>Software Account Exec.</u>	<u>Better opportunity at E-Z Corp.</u>
<u>1 year</u>	<u>Beaver Falls Machine Shop Beaver Falls, PA</u>	<u>\$14,000</u>	<u>Bookkeeper</u>	<u>Went to college</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Beaver Falls Central Beaver Falls, PA</u>	<u>3</u>	<u>1984</u>	
<u>College</u>	<u>Penn State State College, PA</u>	<u>4</u>	<u>1989</u>	<u>B.S. in Business - Finance/Data Proc.</u>
<u>Graduate School</u>				

U.S. Military or Naval Service No Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Racketball Club, Cross Country Skier

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 12

CANDIDATE'S NAME Lindy, Kurt	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input type="checkbox"/>					
Posture <input type="checkbox"/> Manners <input type="checkbox"/>		X			
Dress <input checked="" type="checkbox"/> Neatness <input checked="" type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input type="checkbox"/>					
Knowledge of Positions Open <input type="checkbox"/>		X			
Asked Pertinent Questions <input checked="" type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input type="checkbox"/>	X				
Grammar and Vocabulary <input checked="" type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input type="checkbox"/>					
Confidence in Abilities <input type="checkbox"/>		X			
Realistic and Practical <input checked="" type="checkbox"/>					
E. MATURITY					
Responsible <input type="checkbox"/> Leader-Campus <input type="checkbox"/>					
Self-Reliant <input type="checkbox"/> Judgment <input checked="" type="checkbox"/>	X				
Decisive <input checked="" type="checkbox"/> Leader-Work <input type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="checkbox"/>					
Honest and Sincere <input checked="" type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input type="checkbox"/> Aggressive <input type="checkbox"/>					
Extrovert <input checked="" type="checkbox"/> Unresponsive <input type="checkbox"/>		X			
Motivation <input checked="" type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input checked="" type="checkbox"/>			X		
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input checked="" type="checkbox"/>					
Drive and Ambition <input checked="" type="checkbox"/>		X			
Ability and Qualification <input checked="" type="checkbox"/>					

Strong Points	Sharp young man - estimated age at 26-27 No technical experience, but finance background a plus
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION		
<input type="checkbox"/> Invitation	<input type="checkbox"/> No Job Match	<input type="checkbox"/> Uncertain at This Time
<input type="checkbox"/> Offer	<input type="checkbox"/> No Mutual Interest	<input checked="" type="checkbox"/> Will Refer to <u>Sales Manager</u>
Candidate Will Be Contacted by What Date? _____		

CANDIDATE NUMBER 13

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 344 / 22 / 5674

Name Early Pamela Gwen
Last First Middle

Present Address 1100 W. Smith Dover DE
Street City State Zip

Permanent Address 1100 W. Smith Dover DE
Street City State Zip

Phone Number 555-5496 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2 1/2 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Yes

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
3 years	White and Hecker Dover, DE	\$25,000	Salesperson - small industry power tools	Want to relocate
4 years	Crafthard Sales Dover, DE	\$14,000	Inside Sales	Have family

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
High School	Newark High School Newark, NJ	3	1983	
College	Dover Community College Dover, DE	2	1986	A.S. in Marketing
Graduate School				

U.S. Military or Naval Service No Rank Present Membership in National Guard or Reserves

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Active in local Chamber of Commerce
 EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 13

CANDIDATE'S NAME Early, Pamela	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input type="radio"/> Bearing <input checked="" type="radio"/>					
Posture <input checked="" type="radio"/> Manners <input type="radio"/>		X			
Dress <input checked="" type="radio"/> Neatness <input type="radio"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="radio"/>					
Knowledge of Positions Open <input type="radio"/>	X				
Asked Pertinent Questions <input checked="" type="radio"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="radio"/>					
Presentation of Ideas <input checked="" type="radio"/>		X			
Grammar and Vocabulary <input checked="" type="radio"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="radio"/>					
Confidence in Abilities <input checked="" type="radio"/>		X			
Realistic and Practical <input type="radio"/>					
E. MATURITY					
Responsible <input type="radio"/> Leader-Campus <input type="radio"/>					
Self-Reliant <input checked="" type="radio"/> Judgment <input checked="" type="radio"/>	X				
Decisive <input type="radio"/> Leader-Work <input type="radio"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="radio"/>					
Honest and Sincere <input type="radio"/>		X			
Artificial <input type="radio"/>					
G. PERSONALITY					
Enthusiastic <input type="radio"/> Aggressive <input type="radio"/>					
Extrovert <input checked="" type="radio"/> Unresponsive <input type="radio"/>		X			
Motivation <input type="radio"/> Noncommittal <input type="radio"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="radio"/>					
Work Experience <input type="radio"/>			X		
Position Match <input type="radio"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="radio"/>					
Drive and Ambition <input checked="" type="radio"/>		X			
Ability and Qualification <input checked="" type="radio"/>					

Strong Points	Understands our target market Estimated age at 30. Has 3-year-old daughter, husband works. Family responsibilities do not appear to be a problem with travel
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 14

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 323 / 54 / 9630

Name Jones Barbara Jeanne
Last First Middle

Present Address 13576 Woodward Detroit MI
Street City State Zip

Permanent Address 13576 Woodward Detroit MI
Street City State Zip

Phone Number 555-1008 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 1 1/2 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer No

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>2 years</u>	<u>United Automobile Co. Detroit, MI</u>	<u>\$24,000</u>	<u>Administrative Manager, Eng. Department</u>	<u>Uncertain future</u>
<u>4 years</u>	<u>United Automobile Co. Detroit, MI</u>	<u>\$15,000</u>	<u>Line Foreman</u>	<u>Promotion to Adm. Manager</u>
<u>3 years</u>	<u>Blue Motor Company Dearborn, MI</u>	<u>\$13,000</u>	<u>Robotic Maintenance Worker</u>	<u>Opportunity with United after graduation</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Southfield High School Southfield, MI</u>	<u>3</u>	<u>1983</u>	<u>College Prep</u>
<u>College</u>	<u>University of Detroit</u>	<u>2</u>	<u>1987</u>	<u>Management</u>
<u>Graduate School</u>				

U.S. Military or Naval Service No _____ Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Special Olympics, Crisis intervention volunteer
 EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 14

CANDIDATE'S NAME Jones, Barbara	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input type="checkbox"/>					
Posture <input type="checkbox"/> Manners <input checked="" type="checkbox"/>		X			
Dress <input checked="" type="checkbox"/> Neatness <input type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>		X			
Asked Pertinent Questions <input checked="" type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>	X				
Grammar and Vocabulary <input type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input type="checkbox"/>					
Confidence in Abilities <input checked="" type="checkbox"/>		X			
Realistic and Practical <input checked="" type="checkbox"/>					
E. MATURITY					
Responsible <input checked="" type="checkbox"/> Leader-Campus <input type="checkbox"/>					
Self-Reliant <input checked="" type="checkbox"/> Judgment <input checked="" type="checkbox"/>	X				
Decisive <input checked="" type="checkbox"/> Leader-Work <input type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="checkbox"/>					
Honest and Sincere <input checked="" type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input checked="" type="checkbox"/> Aggressive <input type="checkbox"/>					
Extrovert <input type="checkbox"/> Unresponsive <input type="checkbox"/>			X		
Motivation <input type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input type="checkbox"/>					
Work Experience <input checked="" type="checkbox"/>				X	
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="checkbox"/>					
Drive and Ambition <input checked="" type="checkbox"/>		X			
Ability and Qualification <input type="checkbox"/>					

Strong Points	Born and raised in Detroit area References okay Needs some sales training Estimated age late 20s - 29?
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 15

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 201 / 27 / 4482

Name Parsons Jack F.
Last First Middle

Present Address 2124 J Lane, Apt. 8-A Austin TX
Street City State Zip

Permanent Address 2124 J Lane, Apt. 8-A Austin TX
Street City State Zip

Phone Number 555-3909 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Yes

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>4 years</u>	<u>City of Austin Austin, TX</u>	<u>\$25,000</u>	<u>Mayor</u>	<u>Wasn't re-elected</u>
<u>3 years</u>	<u>Austin Mgmt. Consultants Austin, TX</u>	<u>\$30,000</u>	<u>Prod. Mgmt. Consultant</u>	<u>Ran for mayor</u>
<u>5 years</u>	<u>National Electric Dallas, TX</u>	<u>\$21,000</u>	<u>Efficiency Expert</u>	<u>Higher pay</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Austin High School Austin, TX</u>	<u>3</u>	<u>1977</u>	
<u>College</u>	<u>University of Texas Austin, TX</u>	<u>4</u>	<u>1981</u>	<u>Management</u>
<u>Graduate School</u>				

U.S. Military or Naval Service Yes Rank Private Corporal Present Membership in National Guard or Reserves No

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Elk's, Rotary, Lions
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 15

CANDIDATE'S NAME Parsons, Jack	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input type="radio"/> Bearing <input type="radio"/>					
Posture <input checked="" type="radio"/> Manners <input checked="" type="radio"/>		X			
Dress <input checked="" type="radio"/> Neatness <input checked="" type="radio"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="radio"/>					
Knowledge of Positions Open <input type="radio"/>		X			
Asked Pertinent Questions <input checked="" type="radio"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="radio"/>					
Presentation of Ideas <input checked="" type="radio"/>		X			
Grammar and Vocabulary <input checked="" type="radio"/>					
D. DIRECTION					
Well-Defined Goals <input type="radio"/>					
Confidence in Abilities <input type="radio"/>		X			
Realistic and Practical <input checked="" type="radio"/>					
E. MATURITY					
Responsible <input checked="" type="radio"/> Leader-Campus <input checked="" type="radio"/>					
Self-Reliant <input type="radio"/> Judgment <input checked="" type="radio"/>		X			
Decisive <input checked="" type="radio"/> Leader-Work <input checked="" type="radio"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="radio"/>					
Honest and Sincere <input type="radio"/>		X			
Artificial <input type="radio"/>					
G. PERSONALITY					
Enthusiastic <input type="radio"/> Aggressive <input type="radio"/>					
Extrovert <input checked="" type="radio"/> Unresponsive <input type="radio"/>		X			
Motivation <input checked="" type="radio"/> Noncommittal <input type="radio"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="radio"/>					
Work Experience <input checked="" type="radio"/>			X		
Position Match <input type="radio"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="radio"/>					
Drive and Ambition <input type="radio"/>		X			
Ability and Qualification <input checked="" type="radio"/>					

Strong Points	References check Estimated age 37 - work experience in production excellent
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 16

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 357 / 38 / 4224

Name Walker Roger Stephen
Last First Middle

Present Address 6341 Sunnybrook Mocksville NC
Street City State Zip

Permanent Address 6341 Sunnybrook Mocksville NC
Street City State Zip

Phone Number 555-3711 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 3 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Not Yet

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>3 years</u>	<u>Roof Line Building Prod. Mocksville, NC</u>	<u>\$23,000</u>	<u>Asst. Manager</u>	<u>Desire higher earnings</u>
<u>1½ years</u>	<u>Ned's Home Center Winston-Salem, NC</u>	<u>\$17,000</u>	<u>Mgmt. Trainee</u>	<u>Lack of opportunity</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Winston-Salem North Winston-Salem, NC</u>	<u>3</u>	<u>1985</u>	
<u>College</u>	<u>Wake Forest Winston-Salem, NC</u>	<u>4</u>	<u>1989</u>	<u>B.A. Liberal Arts</u>
<u>Graduate School</u>				

U.S. Military or Naval Service U.S. Army Rank Corporal Present Membership in National Guard or Reserves Yes

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Long distance runner, photography
 EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 16

CANDIDATE'S NAME Walker, Roger	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input type="radio"/> Bearing <input checked="" type="checkbox"/>					
Posture <input type="radio"/> Manners <input checked="" type="checkbox"/>		X			
Dress <input checked="" type="checkbox"/> Neatness <input type="radio"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>		X			
Asked Pertinent Questions <input type="radio"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>		X			
Grammar and Vocabulary <input type="radio"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="checkbox"/>					
Confidence in Abilities <input type="radio"/>		X			
Realistic and Practical <input checked="" type="checkbox"/>					
E. MATURITY					
Responsible <input type="radio"/> Leader-Campus <input checked="" type="checkbox"/>					
Self-Reliant <input checked="" type="checkbox"/> Judgment <input type="radio"/>		X			
Decisive <input type="radio"/> Leader-Work <input type="radio"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="checkbox"/>					
Honest and Sincere <input checked="" type="checkbox"/>		X			
Artificial <input type="radio"/>					
G. PERSONALITY					
Enthusiastic <input type="radio"/> Aggressive <input type="radio"/>					
Extrovert <input type="radio"/> Unresponsive <input type="radio"/>		X			
Motivation <input checked="" type="checkbox"/> Noncommittal <input type="radio"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input checked="" type="checkbox"/>			X		
Position Match <input type="radio"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input checked="" type="checkbox"/>					
Drive and Ambition <input type="radio"/>		X			
Ability and Qualification <input type="radio"/>					

Strong Points Sour Notes Advice Hiring Problems Background Amplify Above Suggestions Plans Personal Hints	References from first job were so-so Second job reference excellent Estimated age 29
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PROBABLE ACTION		
<input type="radio"/> Invitation	<input type="radio"/> No Job Match	<input type="radio"/> Uncertain at This Time
<input type="radio"/> Offer	<input type="radio"/> No Mutual Interest	<input checked="" type="checkbox"/> Will Refer to <u>Sales Manager</u>
Candidate Will Be Contacted by What Date? _____		

CANDIDATE NUMBER 17

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 310 / 14 / 3177

Name Gomez Tomas
Last First Middle

Present Address 761 Arrowhead Dr. San Mateo CA
Street City State Zip

Permanent Address 761 Arrowhead Dr. San Mateo CA
Street City State Zip

Phone Number 555-9719 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 3 1/2 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer No

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>3 years</u>	<u>United Semiconductor Los Angeles, CA</u>	<u>\$27,000</u>	<u>Production Foreman</u>	<u>Want to work for a different company</u>
<u>3 years</u>	<u>United Semiconductor Los Angeles, CA</u>	<u>\$12,000</u>	<u>Production Worker</u>	<u>Go to college</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Irvine Southern Irvine, CA</u>	<u>3</u>	<u>1983</u>	
<u>College</u>	<u>UCLA Los Angeles, CA</u>	<u>4</u>	<u>1990</u>	<u>B.S. Management</u>
<u>Graduate School</u>				

U.S. Military or Naval Service No _____ Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious

(Civic, Athletic, Fraternal, etc.) Little League Baseball Coach, Latina Community Development
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 17

CANDIDATE'S NAME Gomez, Tomas	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input type="radio"/> Bearing <input type="radio"/>					
Posture <input type="radio"/> Manners <input checked="" type="radio"/>		X			
Dress <input type="radio"/> Neatness <input type="radio"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="radio"/>					
Knowledge of Positions Open <input checked="" type="radio"/>	X				
Asked Pertinent Questions <input checked="" type="radio"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input type="radio"/>					
Presentation of Ideas <input type="radio"/>			X		
Grammar and Vocabulary <input checked="" type="radio"/>					
D. DIRECTION					
Well-Defined Goals <input checked="" type="radio"/>					
Confidence in Abilities <input type="radio"/>		X			
Realistic and Practical <input checked="" type="radio"/>					
E. MATURITY					
Responsible <input type="radio"/> Leader-Campus <input checked="" type="radio"/>					
Self-Reliant <input checked="" type="radio"/> Judgment <input type="radio"/>	X				
Decisive <input type="radio"/> Leader-Work <input checked="" type="radio"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input type="radio"/>					
Honest and Sincere <input checked="" type="radio"/>		X			
Artificial <input type="radio"/>					
G. PERSONALITY					
Enthusiastic <input checked="" type="radio"/> Aggressive <input type="radio"/>					
Extrovert <input checked="" type="radio"/> Unresponsive <input type="radio"/>		X			
Motivation <input type="radio"/> Noncommittal <input type="radio"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="radio"/>					
Work Experience <input type="radio"/>		X			
Position Match <input type="radio"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input checked="" type="radio"/>					
Drive and Ambition <input checked="" type="radio"/>		X			
Ability and Qualification <input type="radio"/>					

Strong Points	Understands our target market No sales experience Speaks Spanish fluently - could be a plus in Southwest Estimated age 28 References okay
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 18

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 231 / 65 / 2135

Name Erwin Carey Jason
Last First Middle

Present Address 12123 County Rd. 12 Madison WI
Street City State Zip

Permanent Address 12123 County Rd. 12 Madison WI
Street City State Zip

Phone Number 555-0764 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Representative Date you Can Start 3 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer No

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>5 years</u>	<u>Wisconsin National Mfg Madison, WI</u>	<u>\$26,500</u>	<u>Salesperson Ind. Products</u>	<u>Time for a change</u>
<u>3 years</u>	<u>Viking Hardwood Products Jainesville, WI</u>	<u>\$18,000</u>	<u>Salesperson Industrial Supplies</u>	<u>Opportunity at Wisconsin National</u>
<u>2 years</u>	<u>Kenosha Can Co. Kenosha, WI</u>	<u>\$12,000</u>	<u>Production Worker</u>	<u>Joined the Army</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Kenosha High School Kenosha, WI</u>	<u>3</u>	<u>1979</u>	
<u>College</u>	<u>University of Wisconsin Madison, WI</u>	<u>3 years part-time</u>	<u>No</u>	<u>Marketing</u>
<u>Graduate School</u>				

U.S. Military or Naval Service Yes Rank Captain Present Membership in National Guard or Reserves Yes

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Rotary, Sales/Mktg. Executive's International

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 18

CANDIDATE'S NAME Erwin, Carey	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input checked="" type="checkbox"/>					
Posture <input type="checkbox"/> Manners <input checked="" type="checkbox"/>		X			
Dress <input checked="" type="checkbox"/> Neatness <input type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input checked="" type="checkbox"/>	X				
Asked Pertinent Questions <input checked="" type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>	X				
Grammar and Vocabulary <input type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input type="checkbox"/>					
Confidence in Abilities <input checked="" type="checkbox"/>		X			
Realistic and Practical <input checked="" type="checkbox"/>					
E. MATURITY					
Responsible <input checked="" type="checkbox"/> Leader-Campus <input type="checkbox"/>					
Self-Reliant <input type="checkbox"/> Judgment <input checked="" type="checkbox"/>		X			
Decisive <input checked="" type="checkbox"/> Leader-Work <input type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="checkbox"/>					
Honest and Sincere <input type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input type="checkbox"/> Aggressive <input checked="" type="checkbox"/>					
Extrovert <input type="checkbox"/> Unresponsive <input type="checkbox"/>		X			
Motivation <input checked="" type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input type="checkbox"/>			X		
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input type="checkbox"/>					
Drive and Ambition <input checked="" type="checkbox"/>		X			
Ability and Qualification <input checked="" type="checkbox"/>					

Strong Points	Good salesperson/contacts in upper Midwest References fine Estimated age 38
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 19

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 35 / 38 / 4224

Name Perkins Carol Ann
Last First Middle

Present Address 423 Saginaw Little Rock AR
Street City State Zip

Permanent Address 423 Saginaw Little Rock AR
Street City State Zip

Phone Number 555-3410 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 3 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Not Yet

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>3 years</u>	<u>Clever Advertising Agency Little Rock, AR</u>	<u>\$29,500</u>	<u>Acct. Executive</u>	<u>Ownership change</u>
<u>2 years</u>	<u>J.D. Nickel Dept Store Texarkana, AR</u>	<u>\$20,000</u>	<u>Buyer</u>	<u>Better opportunity with Clever</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>Memphis Northern Memphis, TN</u>	<u>3</u>	<u>1984</u>	
<u>College</u>	<u>University of Arkansas Little Rock, AR</u>	<u>4</u>	<u>1988</u>	<u>B.S. Marketing</u>
<u>Graduate School</u>				

U.S. Military or Naval Service No Rank _____ Present Membership in National Guard or Reserves _____

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) N.O.W., Public School commissioner

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 19

CANDIDATE'S NAME Perkins, Carol	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input checked="" type="checkbox"/> Bearing <input type="checkbox"/>					
Posture <input checked="" type="checkbox"/> Manners <input type="checkbox"/>	X				
Dress <input checked="" type="checkbox"/> Neatness <input type="checkbox"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="checkbox"/>					
Knowledge of Positions Open <input type="checkbox"/>	X				
Asked Pertinent Questions <input checked="" type="checkbox"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="checkbox"/>					
Presentation of Ideas <input checked="" type="checkbox"/>	X				
Grammar and Vocabulary <input checked="" type="checkbox"/>					
D. DIRECTION					
Well-Defined Goals <input type="checkbox"/>					
Confidence in Abilities <input type="checkbox"/>		X			
Realistic and Practical <input checked="" type="checkbox"/>					
E. MATURITY					
Responsible <input checked="" type="checkbox"/> Leader-Campus <input type="checkbox"/>					
Self-Reliant <input type="checkbox"/> Judgment <input type="checkbox"/>		X			
Decisive <input checked="" type="checkbox"/> Leader-Work <input type="checkbox"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="checkbox"/>					
Honest and Sincere <input type="checkbox"/>		X			
Artificial <input type="checkbox"/>					
G. PERSONALITY					
Enthusiastic <input checked="" type="checkbox"/> Aggressive <input type="checkbox"/>					
Extrovert <input checked="" type="checkbox"/> Unresponsive <input type="checkbox"/>	X				
Motivation <input checked="" type="checkbox"/> Noncommittal <input type="checkbox"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="checkbox"/>					
Work Experience <input checked="" type="checkbox"/>		X			
Position Match <input type="checkbox"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input checked="" type="checkbox"/>					
Drive and Ambition <input type="checkbox"/>		X			
Ability and Qualification <input type="checkbox"/>					

Strong Points	Creative Work references okay - college professor seemed hesitant Estimated age 27
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____

CANDIDATE NUMBER 20

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, creed, color, age, sex, religion, national origin, handicap, or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security Number 357 / 38 / 4224

Name Howe Steven Allen
Last First Middle

Present Address 2317 Fairview New Haven CT
Street City State Zip

Permanent Address 2317 Fairview New Haven CT
Street City State Zip

Phone Number 555-8393 Are you over 18 years of age? Yes

EMPLOYMENT DESIRED:

Position Sales Rep Date you Can Start 2 weeks

Are You Employed Now? Yes If So, May We Inquire of Your Present Employer Yes

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
<u>4 years</u>	<u>Northeast Auto Supply Fairfield, CT</u>	<u>\$28,000</u>	<u>Sales Rep Auto Parts</u>	<u>Want growth opportunity</u>
<u>2 years</u>	<u>Northeast Auto Supply Fairfield, CT</u>	<u>\$18,000</u>	<u>Parts Manager</u>	<u>Desired higher earnings</u>
<u>2 years</u>	<u>Silver City Dodge Fairfield, CT</u>	<u>\$12,000</u>	<u>Parts Counter Salesperson</u>	<u>Opportunity at N.E.</u>

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
<u>High School</u>	<u>New Haven High School New Haven, CT</u>	<u>3</u>	<u>1985</u>	
<u>College</u>	<u>Fairfield Community College New Haven, CT</u>	<u>3 part-time</u>	<u>----</u>	<u>A.S. Business & Pre-Engineering</u>
<u>Graduate School</u>				

U.S. Military or Naval Service No _____ Rank Corporal Present Membership in National Guard or Reserves _____

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.) Hunting Club, Stock car racing
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS.

CANDIDATE NUMBER 20

CANDIDATE'S NAME Howe, Steven	INTERVIEWER R.L. Knight	DATE
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Please Use Check or Comments

CHARACTERISTICS	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY ACCEPTABLE	LIMITED POTENTIAL	NOT ACCEPTABLE
	(A)	(B)	(C)	(D)	(F)
A. APPEARANCE					
Grooming <input type="radio"/> Bearing <input type="radio"/>					
Posture <input type="radio"/> Manners <input type="radio"/>		X			
Dress <input type="radio"/> Neatness <input type="radio"/>					
B. PREPARATION FOR INTERVIEW					
Knowledge of Company <input checked="" type="radio"/>					
Knowledge of Positions Open <input checked="" type="radio"/>	X				
Asked Pertinent Questions <input type="radio"/>					
C. VERBAL COMMUNICATION					
Delivery and Animation <input checked="" type="radio"/> 1					
Presentation of Ideas <input type="radio"/>		X1	X2		
Grammar and Vocabulary <input checked="" type="radio"/> 2					
D. DIRECTION					
Well-Defined Goals <input type="radio"/>					
Confidence in Abilities <input type="radio"/>		X			
Realistic and Practical <input type="radio"/>					
E. MATURITY					
Responsible <input type="radio"/> Leader-Campus <input type="radio"/>					
Self-Reliant <input checked="" type="radio"/> Judgment <input type="radio"/>		X			
Decisive <input type="radio"/> Leader-Work <input type="radio"/>					
F. SINCERITY					
Genuine, Wholesome Attitude <input checked="" type="radio"/>					
Honest and Sincere <input type="radio"/>		X			
Artificial <input type="radio"/>					
G. PERSONALITY					
Enthusiastic <input type="radio"/> Aggressive <input checked="" type="radio"/>					
Extrovert <input type="radio"/> Unresponsive <input type="radio"/>		X			
Motivation <input checked="" type="radio"/> Noncommittal <input type="radio"/>					
H. QUALIFICATIONS					
Academic Preparation <input checked="" type="radio"/>					
Work Experience <input checked="" type="radio"/>			X		
Position Match <input type="radio"/>					
I. OVERALL EVALUATION					
Long-Range Potential <input checked="" type="radio"/>					
Drive and Ambition <input type="radio"/>		X			
Ability and Qualification <input type="radio"/>					

Strong Points	Persistent References okay Uses too much slang Estimated age 26
Sour Notes	
Advice	
Hiring Problems	
Background	
Amplify Above	
Suggestions	
Plans	
Personal Hints	

PROBABLE ACTION

Invitation No Job Match Uncertain at This Time
 Offer No Mutual Interest Will Refer to Sales Manager

Candidate Will Be Contacted by What Date? _____