

Officer Programs Applicant Interview Form

1. Date:

2. Name of Applicant (Last, First, MI)

3. **Overall Impression:** Compare this applicant to others you have interviewed or known. (Note: Scores of 4 through 7 constitute a recommendation for selection.)

NOT RECOMMENDED			RECOMMENDED			
Unsatisfactory 1	Limited Potential 2	Fair Performer 3	Good Performer 4	Excellent Performer 5	Exceptional Performer 6	Distinguished Performer 7

Comments:

4. **Performance of Duties:** Measures an applicant's ability to manage and to get things done.

Unsatisfactory 1	Limited Potential 2	Fair Performer 3	Good Performer 4	Excellent Performer 5	Exceptional Performer 6	Distinguished Performer 7
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Comments:

5. **Communication Skills:** Measures an applicant's ability to communicate in a positive, clear, and convincing manner.

Unsatisfactory 1	Limited Potential 2	Fair Performer 3	Good Performer 4	Excellent Performer 5	Exceptional Performer 6	Distinguished Performer 7
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Comments:

6. Names of Board Members	7. Rank	8. Command/Unit	9. Signature	10. Career Total of Interviews Conducted

11. **Leadership Skills:** Measures an applicant's ability to support, develop, direct, and influence others in performing work.

Unsatisfactory 1	Limited Potential 2	Fair Performer 3	Good Performer 4	Excellent Performer 5	Exceptional Performer 6	Distinguished Performer 7
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Comments:

12. **Personal and Professional Qualities:** Measures qualities which illustrate the applicant's character.

Unsatisfactory 1	Limited Potential 2	Fair Performer 3	Good Performer 4	Excellent Performer 5	Exceptional Performer 6	Distinguished Performer 7
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Comments:

INSTRUCTIONS

The Officer Programs Applicant Interview Form is designed to help Officer Programs selection panels select applicants to be Coast Guard officers. The form is heavily based on the Officer Evaluation Report (OER) and the scale for each category is based on OER performance standards. While it should be remembered that applicants are not yet Coast Guard officers, they should have had opportunities to exhibit qualities that show they possess the character and potential necessary to be successful officers. Provide written comments in support of numeric markings for each category. Base these comments on what you observe during the interview or see in the supporting documentation in the applicant's package. Much like an OER, both the numerical evaluation and written comments are used by selection panels. Officer interview boards should review Article 4.B.2 of the Recruiting Manual, COMDTINST M1100.2 (series) and Articles 1.B.8 and 1.B.9 of the Personnel Manual, COMDTINST M1000.6 (series), which provide guidance on officer interviews.

1. Date of interview.
2. Self-explanatory.
3. Marks in the **Overall Impression** block should summarize the interview board's recommendation of the applicant's suitability for service as a Coast Guard Officer, and therefore should be completed last. Scores of 4 through 7 constitute a recommendation for selection.
- 4-5. Self-explanatory.
6. Last name, first name, and middle initial.
- 7-9. Self-explanatory.
10. Interviewer's career total of officer applicant interview boards.
- 11-12. Self-explanatory.