

INTERVIEWER'S APPRAISAL SHEET

(See information on reverse before completing) TYPE OR PRINT LEGIBLY

NAME:	PROGRAM FOR WHICH APPLYING:	DATE:

PERSONAL QUALITIES

DESCRIPTIVE: Observe the applicant and write 6 adjectives or phrases that you believe to be most descriptive of the applicant.

1.	2.	3.
4.	5.	6.

INTERVIEWED VIA: Telephone In-Person Other Type of Electronic Media List Type

EVALUATIVE: Consider the applicant as a potential Naval Officer and evaluate him/her on the following:

	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY						
APPEARANCE AND POISE											
ORAL COMMUNICATION AND EXPRESSION OF IDEAS											
LEADERSHIP POTENTIAL											
YOUR WILLINGNESS TO HAVE INDIVIDUAL SERVE UNDER YOUR COMMAND WHEN COMMISSIONED	PARTICULARLY LIKE TO HAVE		BE PLEASED TO HAVE		PREFER NOT TO HAVE						
	10	9	8	7	6	5	4	3	2	1	0

COMMENTS: A summary statement evaluating the applicant is required. All extreme ratings marked by an asterisk (*) should be further commented upon.

MOTIVATION

	VERY HIGHLY MOTIVATED FOR PROGRAM	DEFINITELY MOTIVATED FOR PROGRAM	MOTIVATED FOR NAVY - PROGRAM NOT IMPORTANT	MOTIVATED FOR COMMISSION - PROGRAM AND SERVICE NOT IMPORTANT	UNABLE TO DETERMINE
PROGRAM MOTIVATION <small>(Indicate the applicant's motivation for the program for which applying)</small>					

POTENTIAL

	OUTSTANDING (1)	EXCELLENT (2)	GOOD (3)	AVERAGE (4)	LESS THAN AVERAGE (5)
POTENTIAL AS A CAREER NAVAL OFFICER					

COMMENTS: Supplement or qualify the motivation rating and potential as a career Naval Officer, as appropriate.

SIGNATURE OF INTERVIEWER:	TYPE OR PRINT NAME OF INTERVIEWER:	GRADE, DESIGNATOR, (IF ANY), BRANCH OF SERVICE

INFORMATION FOR COMPLETING INTERVIEWER'S APPRAISAL SHEET

1. The purpose of the interview is to evaluate accurately and impartially the characteristics of the candidate to determine potential as a commissioned officer and motivation toward service in the Navy.
2. The interview should take a minimum of 15 minutes. A period of 15-30 minutes is usually adequate, although more time may be necessary on occasion.
3. Discussion topics should draw out the applicant. Suggested topics include: Navy programs, service life, school experiences, personal interests, goals in life, current events, sports, family attitude toward application, and any others suggested by a review of the application file.
4. Marking is difficult. Your judgments form an important part of each applicant's file, and usually represent the only personal contact with the applicant reported by an official of the Navy. Be fair and impartial, neither too easy nor too hard on the applicant. Mark only on what you have observed personally, not on the opinions or comments of others.
5. No marks should be put on this form until the interview has been completed.
6. If it appears that the space for comments will not be sufficient, phrases may be used rather than complete sentences.
7. **CHAPLAIN CANDIDATES:** Interviews are coordinated by/with the Region Chaplain Field Recruiter and the respective NRD. N342 will monitor compliance with the following, before applications are forwarded to the CARE Board. Cooperation will minimize unnecessary delays in processing kits. General guidance for 4100, 4105, and 1945 Professional Community Interviews (field interviews):
 - A. Professional interviews must be conducted by CAPT-LCDR pay grade CHC field interviewers. If a CAPT-LCDR chaplain interviewer is not available for the required in-person field interview then:
 - (1) Then recruiters are authorized to use a LT chaplain for the field interview (in-person), however, an additional CAPT-LCDR chaplain phone interviewer is required.
 - (2) If a CAPT-LCDR pay grade chaplain phone interviewer can't be arranged, then a CAPT-LCDR pay grade line officer will suffice as the phone interviewer.
 - (3) Professional Community Interviews may NOT be done by chaplains (retired, Reserve, or Active Duty) who also serve as the applicant's Endorsing Agent. A dual relationship, such as this, might unintentionally compromise the objectivity of the interview process.
 - B. COMMENT SECTION GUIDANCE for NAVCRUIT 1100/13, for all 4100, 4105 and 1945 Applicants: The interviewer will need to address the following areas in the narrative section (additional page accepted; prefer typed, legible for fax/photo copies):
 - (1) How has applicant's previous experience prepared him/her for the Navy chaplaincy?
 - (2) Describe the applicant's understanding of institutional ministry?
 - (3) Comment on the applicant's willingness to facilitate ministry to faith groups other than his/her own?
 - (4) Describe the applicant's disposition toward working with chaplains of faith groups, gender, and race other than his/her own?
 - (5) Elaborate on applicant's perception of commission oath and obligations. (i.e. extended separations, overseas assignments, shipboard and Fleet Marine Corps tours, etc.)
 - (6) Give applicant's response to the fact that some chaplains may only serve three years on active duty and would then be released to the inactive reserves. Would the applicant still request appointment in the Navy?
 - (7) Any summary remarks, regarding the interviewer's recommendations, are also welcome.Note that Chaplain Candidate (1945) applicants may not be well informed regarding the finer nuances of these questions. Understanding that the Basic Course addresses these matters, it is not too soon to bring these matters to their attention. CCPO applicant responses will be reviewed in this context, and are not expected to be at the same level as applicants for active duty (4105s).
8. Interviews before the CARE board are required for all 4105 applicants, in addition to the aforementioned field interviews.
8. Below is a checklist of characteristics which interviewing officers can observe and adjectives that can be used to describe these characteristics in applicants. This list is meant only to assist the interviewer in preparing for the interview and in making a written evaluation afterward. It is not intended to be all-inclusive.

Characteristic/Descriptive Example Adjectives:

BEARING: Good posture, Slouch, Forceful, Apathetic, Casual, Formal

GROOMING: Careless, Neat, Clean, Unclean, Well-Dressed, Inappropriately dressed

COMPOSURE: Poised, Awkward, Relaxed, Nervous, Confident, Insecure

ATTITUDE: Sincere, Flippant, Enthusiastic, Indifferent, Contentious, Pleasant, Forthright, Secretive, Arrogant, Modest

ORAL EXPRESSION: Articulate, Inarticulate, Responsive, Unresponsive, Taciturn, Loquacious

VOICE QUALITY: Strident, Soft-Spoken, Speaks clearly, Inaudible

GENERAL IMPRESSION: Impressive, Unimpressive, Dull, Interesting, Mature, Immature