

Taipei Medical University New Staff Interview Evaluation Form

Interview Date: _____

Name		Department		Position	
Interview Guidelines	1. In accordance with the Employment Service Act, discrimination based on race, social status, language, ideology, religion, political affiliation, place of origin, gender, sexual orientation, age, marital status, appearance, physical or mental disability, zodiac sign, blood type, or union membership is prohibited. 2. Interview questions should focus on specific events or behaviors and avoid overly theoretical or hypothetical queries.				
Basic Criteria	Behavior Description			Total Point	Score
Appearance and Etiquette	Proper demeanor, neat appearance, energetic, courteous.			10	
Employment Enthusiasm	Proactive, enthusiastic, sincere, and determined.			10	
Professional Competencies	Behavior Description			Total Point	Score
Professional Knowledge & Skills	Adequate knowledge and skills to meet job requirements.			10	
Work Experience	Relevant experience enabling independent work.			10	
Understanding of the Department	Demonstrates initiative in gathering information about the department and provides personal insights.			10	
Work Abilities	Definition			Total Point	Score
Work Management	Prioritizes tasks effectively, manages time and resources, and ensures smooth workflows.			5	
Communication & Coordination	Communicates clearly and ensures mutual understanding; responds appropriately.			5	
Teamwork	Respects team opinions, contributes to team goals, and fulfills individual responsibilities.			5	
Problem Solving	Identifies issues, analyzes data, and takes appropriate action to resolve challenges.			5	
Adaptability	Adjusts effectively to changes, maintains performance, and embraces growth opportunities.			5	
Overall Performance				Total Point	Score
e.g., Stability, Suitability, Character, Language Proficiency, Professional Certifications, Development Potential				25	
Interview Comments (Required)					
Options	<input type="checkbox"/> Primary List <input type="checkbox"/> Secondary List <input type="checkbox"/> Not Recommended		Total Score		Committee Signatures

【 Reference Attachment - Interview Question Set (1/2) 】

Competency	Behavior Descriptions	Sample Questions
Work Management	<ul style="list-style-type: none"> ● Prioritize tasks based on urgency and importance. ● Prepare and effectively utilize necessary resources. ● Allow flexibility for unforeseen circumstances. ● Use various methods to track progress and workflow. ● Seek assistance when necessary. ● Maintain focus, avoiding distractions. 	<ul style="list-style-type: none"> ● Describe a time when you had multiple tasks to complete simultaneously. How did you plan and execute them? ● Share an experience where you managed interruptions while handling an important task. What adjustments did you make? ● How have you improved your time management skills in the past? What results did you achieve? ● How do you handle stress?
Communication & Coordination	<ul style="list-style-type: none"> ● Communicate messages clearly and systematically. ● Ensure the recipient's focus and understanding. ● Use appropriate methods tailored to different audiences. ● Confirm understanding and respond accurately. ● Address differing opinions and achieve consensus. 	<ul style="list-style-type: none"> ● Share an experience where you resolved conflicts to facilitate dialogue. How did you approach it? ● Provide an example of influencing a key stakeholder. How did you persuade them? ● Have you ever experienced a communication failure? What did you learn from it?
Teamwork	<ul style="list-style-type: none"> ● Respect team opinions and prioritize group goals. ● Fulfill personal responsibilities while supporting team decisions. ● Encourage participation and foster collaboration. ● Adjust methods or outcomes for the benefit of the team. 	<ul style="list-style-type: none"> ● Describe a situation where you regularly supported your team's tasks. How did you balance your responsibilities? ● Share an experience of resolving differences among team members. What was the outcome? ● Have you ever modified your approach for the team's overall benefit? What were the considerations?

【 Reference Attachment - Interview Question Set (2/2) 】

Competency	Behavior Descriptions	Sample Questions
Problem Solving	<ul style="list-style-type: none"> ● Identify and define issues accurately. ● Analyze data to find root causes and propose solutions. ● Execute appropriate actions and monitor outcomes. ● Develop contingency plans for potential problems. 	<ul style="list-style-type: none"> ● Describe a problem you encountered at work and the steps you took to resolve it. ● Have you handled a challenging task within a short timeframe? What was the result? ● Share your proudest work accomplishment. What actions led to success?
Adaptability	<ul style="list-style-type: none"> ● Stay composed when facing change. ● Understand the reasons behind changes. ● Gather information proactively about new environments. ● Adjust behavior and mindset to maintain performance. 	<ul style="list-style-type: none"> ● Share an experience of thinking outside the box to solve a problem. What did you learn? ● Describe how you recovered from an initial failure or obstacle. What steps did you take? ● How do you handle situations where others disagree with your approach? Do you compromise or stay firm?