

FLAG WRITER INTERVIEW SHEET

SUPPORTING DIRECTIVE MILPERSMAN ARTICLE 1306-913

NAME (Last, first, middle)	RANK	WARFARE QUAL(S)	DATE
----------------------------	------	-----------------	------

PERSONAL QUALITIES

DESCRIPTIVE: Observe the candidate and write 6 adjectives or phrases which you believe to be most descriptive:

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

EVALUATIVE: Consider the applicant as a potential flag writer, and evaluate him/her on the following:

APPEARANCE AND POISE	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
ORAL COMMUNICATION AND EXPRESSION OF IDEAS	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
UNDERSTANDING OF FLAG WRITER COMMUNITY	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
UNDERSTANDING OF NAVY ORGANIZATION	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
CONVICTION OF BECOMING A FLAG WRITER	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>
FLAG WRITER COMMUNITY LEADERSHIP POTENTIAL	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*UNSATISFACTORY <input type="checkbox"/>

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

RECOMMENDATION FOR PROGRAM

POTENTIAL AS A FLAG WRITER	*OUTSTANDING <input type="checkbox"/>	EXCELLENT <input type="checkbox"/>	GOOD <input type="checkbox"/>	ADEQUATE <input type="checkbox"/>	*NOT RECOMMENDED <input type="checkbox"/>
----------------------------	--	---------------------------------------	----------------------------------	--------------------------------------	--

COMMENTS: (Supplement or qualify the motivation rating and potential as a flag writer; including record review)

SIGNATURE OF INTERVIEWER	RANK/NAME OF INTERVIEWER	CURRENT DUTY STATION/PHONE NUMBER OF INTERVIEWER
--------------------------	--------------------------	--

INFORMATION FOR COMPLETING INTERVIEW SHEET

1. The purpose of the interview is to evaluate accurately and impartially the characteristics of the candidate to determine potential as a flag writer and motivation for the program.
2. Discussion topics should draw out the candidate. Suggested topics include: Career history and professional goals; personal interests; Navy organizational knowledge; any legal, medical, or financial issues; family's support toward application; an ethical scenario between a flag officer and writer; and any others suggested by a review of the application file.
3. 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 a member of the flag writer community. 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.
4. No marks should be put on this form until the interview has been completed.
5. If it appears that the space for comments will not be sufficient, phrases may be used rather than complete sentences.
6. Below is a checklist of characteristics which interviewing flag writers can observe, or adjectives that can be used to describe these characteristics in applicants. This 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.

Characteristics/Descriptive 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
Cooperative
Uncooperative
Contentious
Pleasant
Forthright
Secretive
Arrogant
Modest

Oral Expression

Articulate
Inarticulate
Responsive
Unresponsive
Taciturn
Loquacious

General Impression

Impressive
Unimpressive
Dull
Interesting
Mature
Immature

Voice Quality

Strident
Soft spoken
Speaks Clearly
Inaudible