

**CUI  
When Filled In**

**INTERVIEWER'S APPRAISAL SHEET**

NAVCROUTE 1131/5 (Rev 3-2021)

Supporting Directive: COMNAVCROUTE COMINST 1131.2

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

Name:	Program for Which Applying:	Date:
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**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 them on the following:

	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY						
<b>APPEARANCE AND POISE</b>											
<b>ORAL COMMUNICATION AND EXPRESSION OF IDEAS</b>											
<b>LEADERSHIP POTENTIAL</b>											
<b>YOUR WILLINGNESS TO HAVE INDIVIDUAL SERVE UNDER YOUR COMMAND WHEN COMMISSIONED</b>	PARTICULARLY LIKE TO HAVE		PREFER TO MOST			BE PLEASED TO HAVE			BE SATISFIED WITH		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**

<b>PROGRAM MOTIVATION</b> (Indicate the applicant's motivation for the program for which applying)	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
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**POTENTIAL**

<b>TECHNICAL KNOWLEDGE</b> (For LDO/CWO Applicants Only) Refer to Discrete Requirements	OUTSTANDING (1)	EXCELLENT (2)	GOOD (3)	AVERAGE (4)	LESS THAN AVERAGE (5)
<b>POTENTIAL AS A CAREER NAVAL OFFICER</b>	OUTSTANDING (1)	EXCELLENT (2)	GOOD (3)	AVERAGE (4)	LESS THAN AVERAGE (5)

**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
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**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. Professional interviews are coordinated with the Region Chaplain Field Recruiter and the respective NAVTALACQGRU. **N312** will monitor compliance with the following, before application kits are forwarded to the Chaplain Appointment and Retention Eligibility (CARE) Advisory Group. Cooperation will minimize unnecessary delays in processing applications.
8. General guidance for ALL NAVCRUIT 1131/5, Chaplain Corps (CHC) Professional Interview Appraisals:
  - a. Should be conducted in-person or using VTC, Facetime, Skype, or similar type technology.
  - b. May only be conducted by an active duty CHC officer in the following rank:
    - (1) CAPT or CAPT(s)
    - (2) CDR (milestone screened only)
  - c. Comment Section Guidance for NAVCRUIT 1131/5: The interviewer will need to address the following areas in the narrative section (additional pages are accepted; typed preferred, legible for fax/photo copies)
    - (1) How has the applicant's previous experience prepared him or her for 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 or her own?
    - (4) Describe the applicant's disposition toward working with chaplains of faith groups, gender, race other than his or her own?
    - (5) Elaborate on applicant's perception of commission oath and obligations (i.e. extended separations, overseas assignments, shipboard and Fleet Marine Force tours, etc.)
    - (6) Give applicant's response to the fact that some chaplains may only serve three years (Career Status Board) on active duty and may then be release 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: Chaplain Candidate Program Officer (CCPO/1945) applicants may not be well informed regarding the finer nuances of these questions CCPO Orientation 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 4100 (active) or 4105 (reserve) applicants.
9. In-person interviews before a CARE Advisory Group is required for all 4100 and 4105 applicants, in addition to the NAVCRUIT 1131/5.
10. 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 the interview and in making a written evaluation afterward. It is not intended to be all-inclusive.

Characteristic/Descriptive-Example Adjectives:

BEARING: Good posture, Stouch, 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