



INTERVIEW EVALUATION FORM

Candidate _____

Position _____

Interviewer _____

Date _____

SCORING

Interview evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position to which they have applied. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical system is based on the following.

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

Educational Background – Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

Prior Work Experience – Has the candidate acquired similar skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Verbal Communication – How were the candidate's communication skills during the interview (i.e. body language, answers to questions)?

Rating: 1 2 3 4 5

Comments:

Knowledge of the Company – Did the candidate research the company prior to the interview?

Rating: 1 2 3 4 5

Comments:

Teambuilding/Interpersonal Skills – Did the candidate demonstrate, through his/her answers, good teambuilding/interpersonal skills?

Rating: 1 2 3 4 5

Comments:

Initiative – Did the candidate demonstrate, through his/her answers, a high degree of initiative?

Rating: 1 2 3 4 5

Comments:

Time Management – Did the candidate demonstrate, through their answers, good time management skills?

Rating: 1 2 3 4 5

Comments:

Customer Service – Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities.

Rating: 1 2 3 4 5

Comments:

Salary Expectation – What were the candidate's salary expectations? Were they within the range for the position?

Comments:

Overall Impression and Recommendation – Final comments and recommendations for proceeding with the candidate.

Rating: 1 2 3 4 5

Comments: