

# INTERVIEW EVALUATION FORM

Candidate \_\_\_\_\_ Position \_\_\_\_\_

Interviewer \_\_\_\_\_ Date \_\_\_\_\_

## SCORING

Interview evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position to which he/she has 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:

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

## 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 his/her answers, good time-management skills?

Rating:  1  2  3  4  5

Comments \_\_\_\_\_

### CUSTOMER SERVICE

Did the candidate demonstrate, through his/her 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?

Rating:  1  2  3  4  5

Comments \_\_\_\_\_

### OVERALL IMPRESSION AND RECOMMENDATION

Final comments and recommendations for proceeding with the candidate:

Rating:  1  2  3  4  5

Comments \_\_\_\_\_