



Interview Evaluation Form

Instructions:

1. Review the employee's personnel file, check attendance records and contact the supervisor for reference information.
2. Arrange interview through the employee's current supervisor.
3. Briefly summarize your opinion of the applicant regarding the areas of skill or experience listed in the evaluation section of this form and enter an evaluation score for each area in the right hand column.
4. Total the evaluation scores for each area and divide by the number of areas that are applicable for the position to get an overall score for this applicant.

Evaluation Key:

1 = Unsatisfactory

2 = Average

3 = Good

4 = Above Average

5 = Excellent

Evaluation:

1. Experience: Applicable to position (i.e. technical skills), similar positions in the past, etc.

2. Communication Skills: Able to express self effectively during interview.

3. Alertness: Attentive and observant, aware of requirements for position, etc.

4. Ambition: Exhibits a desire to succeed as indicated by past work experience.

5. Enthusiasm: Exhibits a strong interest in the position, asks pertinent questions.

6. Confidence: Exhibits self-reliance and self-assurance.

7. Interpersonal Skills: Able to project a congenial and professional image.

8. Appearance: Acceptable personal grooming and attire.

9. General Impression: Considering the above factors, what is your general opinion of this candidate in regard to this position? (Include any observations regarding the candidate's strengths and/or weaknesses.)

Overall Rating:

Should we make an offer? ☐ Yes ☐ No If no, please indicate reason(s):

Interviewed By:



Name:	Date:
Title:	
Human Resources:	
Reviewed By:	Date: