

# Interview Evaluation Form

|  |                        |                          |                    |                         |                           |                           |                          |                          |                          |                          |  |
|--|------------------------|--------------------------|--------------------|-------------------------|---------------------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <b>Interviewer:</b>  |                        |                          |                    |                         |                           | <b>Date of Interview:</b> |                          |                          |                          |                          |  |
| <b>Candidate Name:</b>   |                        |                          |                    |                         |                           | <b>Position:</b>          |                          |                          |                          |                          |  |
| <p>Interview evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position for 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 rating system is based on the scale below.</p> |                        |                          |                    |                         |                           |                           |                          |                          |                          |                          |  |
| <b>Scale:</b>  | <b>5 – Exceptional</b> | <b>4 – Above Average</b> | <b>3 – Average</b> | <b>2 – Satisfactory</b> | <b>1 – Unsatisfactory</b> |                           |                          |                          |                          |                          |  |
|  |                        |                          |                    |                         |                           | <b>Rating</b>             |                          |                          |                          |                          |  |
|  |                        |                          |                    |                         |                           | <b>5</b>                  | <b>4</b>                 | <b>3</b>                 | <b>2</b>                 | <b>1</b>                 |  |
| <b>Educational Background</b> – Does the candidate have the appropriate educational qualifications or training for this position?<br><b>Comments:</b>  |                        |                          |                    |                         |                           | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Prior Work Experience</b> – Has the candidate acquired similar skills or qualifications through past work experiences?<br><b>Comments:</b>  |                        |                          |                    |                         |                           | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Technical Qualifications/Experience</b> – Does the candidate have the technical skills necessary for this position?<br><b>Comments:</b>   |                        |                          |                    |                         |                           | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Verbal Communication</b> – How were the candidate's communication skills during the interview?<br><b>Comments:</b>  |                        |                          |                    |                         |                           | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Candidate Interest</b> – How much interest did the candidate show in the position and the organization?<br><b>Comments:</b>   |                        |                          |                    |                         |                           | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

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|--|--|--|---|--------------------------|--------------------------|
| <p><b>Knowledge of Organization</b> – Did the candidate research the organization prior to the interview?</p> <p><b>Comments:</b></p>  | <input type="checkbox"/>                       | <input type="checkbox"/>   | <input type="checkbox"/>                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Teambuilding/Interpersonal Skills</b> – Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?</p> <p><b>Comments:</b></p>  | <input type="checkbox"/>                       | <input type="checkbox"/>   | <input type="checkbox"/>                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Initiative</b> – Did the candidate demonstrate, through their answers, a high degree of initiative?</p> <p><b>Comments:</b></p>  | <input type="checkbox"/>                       | <input type="checkbox"/>   | <input type="checkbox"/>                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Time Management</b> – Did the candidate demonstrate, through their answers, good time management skills?</p> <p><b>Comments:</b></p>   | <input type="checkbox"/>                       | <input type="checkbox"/>   | <input type="checkbox"/>                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Customer Service</b> – Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities?</p> <p><b>Comments:</b></p>  | <input type="checkbox"/>                       | <input type="checkbox"/>   | <input type="checkbox"/>                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Overall Impression and Recommendation</b> – Summary of your perceptions of the candidate's strengths/weaknesses. Final comments and recommendations for proceeding with the candidate.</p> <p><b>Comments:</b></p> | <p><b>Advance</b></p> <input type="checkbox"/> | <p><b>Advance with reservations</b></p> <input type="checkbox"/> | <p><b>Do not advance</b></p> <input type="checkbox"/> |                          |                          |