INTERVIEW EVALUATION

POSITION APPLIED FOR _____

DATE INTERVIEWED _____

CANDIDATE

Full Name _____

Address _____

Phone Number _____ E-Mail Address _____

INSTRUCTIONS

Rate the applicant for each competency. Put the corresponding number in the box marked "rating". When you have entered a rating for each competency, total your score and enter the total in the box marked "total overall rating." Use the numerical ratings listed for the applicant by all interviewers to assist in making your hiring decisions.

KNOWLEDGE OF JOB RATING ☐

0 No knowledge evident.
1 Less than we would prefer.
2 Meets our requirements for hiring.
3 Exceeds our expectations of average candidates.
4 Well versed in job & strong in associated areas.

EXPERIENCE RATING ☐

0 None for this job; no related experience either.
1 Would prefer more for this job.
2 Adequate for job applied for.
3 Totally experienced in job.
4 Strong experience in all related areas.

COMPREHENSION RATING ☐

0 Did not understand many points and concepts.
1 Missed some ideas or concepts.
2 Understood most new ideas and skills discussed.
3 Grasped all new points and concepts quickly.
4 Extremely sharp. Understood subtle points and underlying motives.

COMMUNICATION RATING ☐

0 Could not communicate. Will be severely impaired in most jobs.
1 Some difficulties. Will detract from job ability.
2 Adequate for job.
3 More than sufficient for job.
4 Outstanding ability to communicate.

INTEREST IN POSITION RATING ☐

0 Showed no interest.
1 Some lack of interest.
2 Appeared genuinely interested.
3 Very interested. Prefers type of work applied for.
4 Totally absorbed with job content.

MOTIVATION TO SUCCEED RATING ☐

0 None exhibited.
1 Showed little interest in advancement.
2 Average interest in advancement.
3 Highly motivated. Strong desire to succeed.
4 Extremely motivated. Strong desire to advance.

POISE AND CONFIDENCE RATING ☐

0 Extremely distracted and confused. Displayed uneven temper.
1 Sufficient display of confusion or loss of temper to interfere with job performance.
2 Sufficient poise and confidence to perform job.
3 No loss of poise during interview. Confidence in ability to handle pressure.
4 Displayed impressive poise under stress. Appears unusually confident and secure.

OVERALL RATING ☐

Maximum = 28 points

INTERVIEWER COMMENTS _____

_____

_____

NEXT ACTION ❒ Recommend for Hire ❒ Additional Interview(s) ❒ No Further Interest
❒ Other Actions _____

INTERVIEWER SIGNATURE _____