**INTERVIEW EVALUATION FORM**

**Candidate:** Austin Poe

**Date:** 8/12/2021

**Position:** Administrative coordinator

**Education**  
Score: 5/5

The candidate has a bachelor's degree in English from the University of Colorado.

**Experience**  
Score: 2/5

He worked for two years as a customer sales associate in a gym and has customer service skills and experience. He doesn't have experience working in an office or meet the three-year qualification requirement we listed in the job posting.

**Communication**  
Score: 5/5

Austin is very well-spoken and confident. His answers were focused and concise, and he communicated his experience well.

**Practical knowledge**  
Score: 4/5  
He attended courses for business management and is proficient using word processing and spreadsheet creation programs and is an experienced writer. He made marketing materials for the gym where he worked and writes as a hobby.

**Company knowledge**  
Score: 5/5  
He was very prepared for the interview. He expressed an interest in our charity because he saw pictures from our event online and asked how he could get involved if he came to work for us. He knows about our current projects and does research on the members of the interview committee.

**Personality**  
Score: 5/5  
Austin was funny, interesting, and genuine. I think he would make a great fit for our team. His interests in outdoor sports and volunteering align well with our team's values. He made a great first impression.

**Interpersonal skills**

Score: 4/5

When asked how he handles conflict, Austin hesitated in his answer. He might need some guidance in this area if we choose him for the position. Overall, his communication skills were excellent, and he said he's the happiest working as part of a team.