CANDIDATE INTERVIEW EVALUATION FORM

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scoring**

Candidate evaluation forms are to be completed by the interviewer to rank the candidates’ overall qualifications for the position. 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 following:

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

**Educational Background –** Does the candidate have the appropriate educational qualifications or training for this position?

**Prior Work Experience –** Has the candidate acquired necessary skills or qualifications through past work experiences?

**Technical Qualifications/Experience –** Does the candidate have the technical skills necessary for this position?

**Administrative and budgetary experience: financial planning, staff supervision, management of resources –** Does the candidate demonstrate the knowledge of these areas necessary for this position

**Leadership Ability** – Did the candidate demonstrate the leadership skills necessary for this position?

**Customer Service Skills** – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?

**Communication Skills** – How were the candidate’s communication skills during the interview?

**Candidate Enthusiasm** – How much interest did the candidate show in the position?

**Overall Impression and Recommendation** – Final comments and recommendations for proceeding with this candidate.