**CANDIDATE INTERVIEW EVALUATION FORM**

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

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position interviewed for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested scoring system:**

* 5 – Excellent (significantly exceeds criteria)
* 4 – Above Average (exceeds criteria)
* 3 – Average (meets criteria)
* 2 – Below Average (generally does not meet criteria)
* 1 – Unacceptable (significantly below criteria)

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| --- | --- | --- |
| **Description** | **Score (1 – 5)** | **Notes/Comments** |
| Decision making/judgement: |  |  |
| Functional and technical: |  |  |
| Communication skills: |  |  |
| Meets educational requirements: |  |  |
| Cultural fit: |  |  |
| Initiative: |  |  |
| Problem solving: |  |  |
| Quality: |  |  |
| Teamwork: |  |  |
| Enthusiasm: |  |  |
| Overall evaluation: |  |  |