**INTERVIEW EVALUATION FORM**

Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Position Interviewing For\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
|  | **O** | **Above** | **Sat.** | **Below** | **Unsat** | **Explanation:** |
| Communication Skills |  |  |  |  |  |  |
| Experience |  |  |  |  |  |  |
| Job Related Skills |  |  |  |  |  |  |
| Education/Training |  |  |  |  |  |  |
| Collaborative |  |  |  |  |  |  |
| Adaptability/Flexibility |  |  |  |  |  |  |
| Commitment to SWAT Values |  |  |  |  |  |  |
| Commitment to Diversity |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Rating Category** | **Standard** |
| Outstanding | Applicant has performed similar functions very well and met high performance standards for  similar functions. Exceeds level required for job. |
| Above Satisfactory | Applicant has successfully performed the function in the past and demonstrated record of  performance that meets the level required for job. |
| Satisfactory | Applicant has successfully performed the function or related activities in the past, and  expresses a willingness to do so. |
| Below Satisfactory | Applicant does not suggest ability to perform the function. However, he/she expresses  willingness to do so. |
| Unsatisfactory | Applicant has been unsuccessful with similar functions or states an unwillingness to perform  function. |

**Interviewer’s Notes:**

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**Interviewer Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommendation:**

* Offer/Hire
* Hold
* Not Interested