

INTERVIEW EVALUATION FORM

Applicant:

Date:

Position Applying:

	Poor 1	Fair 2	Proficient 3	Very Good 4	Excellent 5
Greeting to Committee					
Made Good 1 st Impression					
Attitude					
Dressed Appropriately					
Firm Handshake					
Eye Contact					
Level of Interest					
Friendliness					
Enthusiasm					
Confidence					
Knowledge of Job/Company					
Education/Training					
Related Experience					
Answered Questions Well					
Answers focused on strengths					
Team Skills					
Customer Service Skills					
Communication Skills					
Non-verbal (posture, hand gestures, didn't fidget)					
Listening Skills					
Leadership Skills					
Coping Ability (stress, conflict, time demands)					
Self Motivation/Goals					
Judgment, Decision Making					
Organization/Planning Skills					
Overall appearance					
Asked good work questions					
Strong, lasting Impression					
Thanked Interviewer					

Interview Score:

Comments:

Recommendation: Based upon the observations made above and the applicant's interview and qualification, do you think the person should be further considered for this position?

Yes:

No:

With Reservations:

Interviewer's Signature:

Date: