

INTERVIEW EVALUATION FORM

Applicant Name: _____ **Position:** _____

Personality, Manner, Attitude, and Impression

_____ x 3 = _____

Does the applicant make a good impression?

- | | | |
|---|--------------|---|
| 1 | POOR: | Does not project a good attitude nor make a good impression. |
| 2 | ACCEPTABLE: | Projects a good attitude and impression. |
| 3 | VERY GOOD: | Projects a warm, open, and accepting attitude and makes a very good impression. |
| 4 | OUTSTANDING: | Has charisma, seems to attract others. |

Human Relations

_____ x 4 = _____

How effective will the applicant be in working with others?

- | | | |
|---|--------------|---|
| 1 | POOR: | Seems unable to relate to others. |
| 2 | ACCEPTABLE: | Indicates some ability to work with others. |
| 3 | VERY GOOD: | Indicates significant ability to understand others with different viewpoints. |
| 4 | OUTSTANDING: | Indicates outstanding interpersonal relationship ability and perception. |

Decision-making Skills and Judgment

_____ x 6 = _____

How effective will the applicant be in working with others?

- | | | |
|---|--------------|--|
| 1 | POOR: | Gives slow hesitant responses, gives unorganized, unacceptable responses. |
| 2 | ACCEPTABLE: | Responses are somewhat organized and acceptable, but indicates a lack of maturity and good judgment. |
| 3 | VERY GOOD: | Gives well organized thoughts which lead from judgment and common sense. |
| 4 | OUTSTANDING: | Exceptional ability to organize thoughts and make decisions, which show evidence of sound judgment and common sense. |

Motivation

_____ x 5 = _____

Is the applicant a self-starter?

- | | | |
|---|--------------|--|
| 1 | POOR: | Not a self-starter. Not able to motivate others. |
| 2 | ACCEPTABLE: | Some ability to work without supervision and motivate others. |
| 3 | VERY GOOD: | Significant ability to work without supervision and motivate others. |
| 4 | OUTSTANDING: | Superior ability to work without supervision and motivate others. |

Experience

_____ x 2 = _____

- | | | |
|---|--------------|--|
| 1 | POOR: | Limited work, volunteer, or organization experience. |
| 2 | ACCEPTABLE: | Has demonstrated some work, volunteer, or organization experience. |
| 3 | VERY GOOD: | Has significant work, volunteer, or organization experience. |
| 4 | OUTSTANDING: | Has superior, work, volunteer, or organization experience. |

INTERVIEW EVALUATION FORM

Overall Impression

- | | | |
|---|--------------|--------------------------------------|
| 1 | POOR: | Unimpressive. |
| 2 | ACCEPTABLE: | Acceptable Presentation, articulate. |
| 3 | VERY GOOD: | Very good presentation, articulate. |
| 4 | OUTSTANDING: | Exceptionally clear and impressive. |

_____ x 5 = _____

Total Score _____

NOTES:

DETERMINATION SCALE:

5	4	3	2	1
Definitely Hire	Hire	Maybe	Probably Not	Definitely Not

Interviewer Signature: _____

Date: _____