

JOB INTERVIEW EVALUATION FORM

INTERVIEWEE NAME:_____ **DATE:**_____

All applicants are expected to have an appropriate cover letter and resume. Interviewer: Please place an X in the appropriate box and make comments that would be helpful for the interviewee in improving their interviewing skills.

APPEARANCE	Poor	Fair	Average	Good	Superior
Dress					
Grooming					
Body Language					
Eye Contact					

CHARACTERISTICS	Poor	Fair	Average	Good	Superior
Assertive					
Achievement-oriented					
Cooperative					
Responsible					
Outgoing					
Open					
Dedicated					
Poise					
Maturity					
Professional					
Verbal/Persuasive					
Ability to learn					

GOALS/PERCEPTION OF SELF	Poor	Fair	Average	Good	Superior
Realistic appraisal of self					
Reason for interest in field					
Realistic career goals					

QUALIFICATIONS	Poor	Fair	Average	Good	Superior
Education/Training					
Accomplishments					
Skills					
Relevant Experience					
Potential					

DECISION MAKING/PROBLEM SOLVING	Poor	Fair	Average	Good	Superior
Creativity					
Logic					

REASONS FOR SELECTING PARTICULAR ORGANIZATION	Poor	Fair	Average	Good	Superior
Commitment					
Knowledge of Organization					
Knowledge of Industry					

JOB EXPECTATIONS	Poor	Fair	Average	Good	Superior
Realistic					
Match employer's needs					

LONG TERM OBJECTIVES	Poor	Fair	Average	Good	Superior
Realistic					
Potential to grow					

OVERALL	Poor	Fair	Average	Good	Superior
EVALUATION					
ADDITIONAL COMMENTS:					