

Interview Evaluation Form

A complete interview evaluation is required for each applicant interviewed. This form is valuable in supporting the hiring decision.

Applicant Name:	<input type="text"/>	Interview Date:	<input type="text"/>
Job Opening ID:	<input type="text"/>	Dept/Posn #:	<input type="text"/>
Interviewer:	<input type="text"/>	Interview Type:	<input type="text"/>

Rate the applicant: 0 (Not Applicable) 0 (Unsatisfactory) 1 (Marginal) 2 (Satisfactory) 3 (Superior)

<u>Category</u>	<u>Interview Rating</u>				
Technical Skills A	0 <input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments:	<input type="text"/>				
Education/Training	0 <input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments:	<input type="text"/>				
Work Experience	0 <input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments:	<input type="text"/>				
Organizational Skills	0 <input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments:	<input type="text"/>				
Training	0 <input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments:	<input type="text"/>				
Communication	0 <input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments:	<input type="text"/>				

Enter an Overall Rate (sum of above) **Overall Rating:**

Enter a final recommendation: **020-Make Offer** **110- Not Chosen*** **120-Withdrawn***

***If you choose 110-Not Chosen or 120-Withdrawn, you must indicate a Recommendation Reason below:**

- | | |
|---|------------------------------------|
| <u>110 – Not Chosen</u> | <u>120-Withdrawn Reason</u> |
| Did not show for interview | Another job |
| Test/Work Sample Scores | Changed Mind |
| Insufficient Skills | Hours/Work Schedule |
| Reference Checks Unsatisfactory | Job Duties |
| Poor Interview | Salary Too Low |
| Not as qualified as others | |
| Selected for other position | |
| Refused Offer | |
| Good Skls/Exp, not 1 st choice | |
| Licenses/Certificates | |

Comments:

Note: A summary of all of the Interview Evaluations for each candidate should be used to enter one evaluation into the CUBS system.