

D11 Example Interview Evaluation Form

How to use this template

This document is an example of the type of document that an Indigenous business could use to evaluate candidates for employment in the company following an interview. .

Note - This document is an example and may not be appropriate for all businesses.

Position Title: _____

Job Number _____

Interviewer(s): _____

Date of Interview _____

KEY	PURPOSE
NS: Not Satisfactory S: Satisfactory VS: Very Satisfactory NA: Not Relevant	This evaluation is to standardize the recording of information collected during the review of application materials or interview and assist in evaluating and comparing different applicants when interviews are completed. This sheet is to be attached for each applicant interviewed and when the recommended applicant name is submitted. Please attach additional sheets, if needed.

	NA	S	VS	NS	COMMENTS
EXPERIENCE: (as it relates to the position)					
EDUCATION/ TRAINING: (relevant to position)					
COMMUNICATION ABILITY (written and verbal)					
INTEREST IN POSITION AND COMPANY					
PRESENTATION: (Promptness, neatness of resume/application, appearance)					
PROBLEM SOLVING SKILLS:					
COMPUTER SKILLS:					

(are skills consistent with those required to perform the duties of the position)					
JOB STABILITY:					

INTERVIEW EVALUATION FOR:

Interview Date: _____

1. The applicant has the knowledge, skills, and abilities to perform the duties of this position:

Strongly Agree / Agree / Disagree / Could not determine

2. The applicant views this position with excitement and enthusiasm:

Strongly Agree / Agree / Disagree / Could not determine

3. The applicant has the appropriate level of experience necessary for this position:

Strongly Agree / Agree / Disagree / Could not determine

4. The applicant has the knowledge, skills, and abilities to handle the administrative tasks of this position which includes selection, orientation and development of the staff:

Strongly Agree / Agree / Disagree / Could not determine

5. The applicant displayed the ability to motivate and lead the staff:

Strongly Agree / Agree / Disagree / Could not determine

6. The applicant displayed ability to communicate well with all levels within the institution and if applicable, with the local community:

Strongly Agree / Agree / Disagree / Could not determine

7. The applicant should be included in the final list of recommended applicants:

Strongly Agree / Agree / Disagree / Could not determine

8. Please provide any comments you have about this candidate:

Completed by: _____

Date: _____