|  |  |  |  |
| --- | --- | --- | --- |
| **Interviewer:** | Click here to enter text. | **Date of Interview:** | Click here to enter text. |
| **Candidate Name:** | Click here to enter text. | **Position:** | Click here to enter text. |
| Interview evaluation forms are to be completed by the interviewer to rank the candidate’s overall qualifications for the position for which they have applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the scale below. |
| **Scale:** | **5** – Exceptional | **4** – Above Average | **3** – Average | **2** – Satisfactory | **1** – Unsatisfactory |
|  | **Rating** |
|  | **5** | **4** | **3** | **2** | **1** |
| **Educational Background –** Does the candidate have the appropriate educational qualifications or training for this position?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Prior Work Experience –** Has the candidate acquired similar skills or qualifications through past work experiences?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Technical Qualifications/Experience –** Does the candidate have the technical skills necessary for this position?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Verbal Communication –** How were the candidate’s communication skills during the interview?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Candidate Interest –** How much interest did the candidate show in the position and the organization?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Knowledge of Organization –** Did the candidate research the organization prior to the interview?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Teambuilding/Interpersonal Skills –** Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Initiative –** Did the candidate demonstrate, through their answers, a high degree of initiative?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Time Management –** Did the candidate demonstrate, through their answers, good time management skills?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Customer Service –** Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities?**Comments**: Click here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Overall Impression and Recommendation –** Summary of your perceptions of the candidate’s strengths/weaknesses. Final comments and recommendations for proceeding with the candidate.**Comments:** Click here to enter text. | **Advance** | **Advance with reservations** | **Do not advance** |
|  |[ ] [ ] [ ]