

# EMPLOYMENT INTERVIEW EVALUATION

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Purpose:  General Interview  Position Interview -- Job Title: \_\_\_\_\_

This is the:  1st interview  2nd interview  3rd interview

Interviewer: \_\_\_\_\_ Title: \_\_\_\_\_

Hiring Manager (if applicable): \_\_\_\_\_ Title: \_\_\_\_\_

**Instructions:** Carefully evaluate the applicant's interview performance in relation to the specific job requirements. Check the rating box to indicate the applicant's performance. Indicate N/A if the rating category is not applicable.

**O = Outstanding:** Applicant is exceptional. Is recognized as being far superior to others.

**I = Improvement Needed:** Applicant is deficient or below the standards required for the job.

**V = Very Good:** Applicant clearly exceeds position requirements.

**U = Unsatisfactory:** Applicant is generally unacceptable.

**G = Good:** Applicant is competent and dependable. Meets standards of the job.

**N/A = Not applicable.**

GENERAL FACTORS	RATINGS	SUPPORTIVE DETAILS OR COMMENTS
1. <b>Experience</b> - The extent to which the applicant's background and experience are consistent with the requirements of the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	
2. <b>Education</b> - The extent to which the applicant's schooling is relevant and sufficient for the requirements of the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	
3. <b>Job Knowledge and Job Skills</b> - The extent to which the applicant possesses the practical/technical knowledge required on the job and skills required to perform the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	
4. <b>Knowledge of/Interest in Industry</b> - The extent to which the applicant has knowledge or is familiar with the company's industry. The level of desire applicant has in working for the company.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	

5. <b>Communication Skills</b> - The extent to which the applicant can communicate effectively (verbal and/or written).	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	
6. <b>Supervisory Skills</b> - The extent of the applicant's previous responsibility for direct/indirect reports, including hire/fire authority. Applicant's management style.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	
7. <b>Creativity</b> - The extent to which the applicant proposes ideas, finds new and better ways of doing things.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	
8. <b>Initiative</b> - The extent to which the applicant appears to seek out new assignments and assumes additional duties when necessary.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	
9. <b>Composure</b> - The extent to which the applicant appears to be in control. The applicant's ability to handle stress.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	
10. <b>Overall Impression</b> - The extent to which the applicant's overall appearance, manner, and responsiveness are consistent with the requirements of the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	

Reason(s) for changing jobs: \_\_\_\_\_

\_\_\_\_\_

**OVERALL INTERVIEW PERFORMANCE**

This applicant is:  A strong candidate  A possible candidate  A possible candidate for another position (explain below)  Of no further interest  Other \_\_\_\_\_

Alternate position(s) for which applicant seems better qualified: \_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_