

Interview Evaluation Form (Copy)

Candidate evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position to which he or she has applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided.

* This form will record your name, please fill your name.

1. Please complete an evaluation for each interviewed candidate.

XXXX XXXX

2. Educational Background

Does the candidate have the appropriate educational qualifications or training for this position?

5 - Outstanding

4 - Excellent - Exceeds Requirements

3 - Average - Acceptable

2 - Below Average - Does not meet requirements

1 - Unable to determine or not applicable to this candidate

1	2	3	4	5
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3. Work Experience

Has the candidate acquired similar skills or qualifications through current and past work experiences?

5 - Outstanding

4 - Excellent - Exceeds Requirements

3 - Average - Acceptable

2 - Below Average - Does not meet requirements

1 - Unable to determine or not applicable to this candidate

1	2	3	4	5
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4. Communication Skills

Did the candidate demonstrate effective communication skills in a manner consistent with the needs of this position during the interview?

5 - Outstanding

4 - Excellent - Exceeds Requirements

3 - Average - Acceptable

2 - Below Average - Does not meet requirements

1 - Unable to determine or not applicable to this candidate

1	2	3	4	5
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5. Knowledge of Organization

Did the candidate show evidence of having researched the college prior to the interview?

5 - Outstanding

4 - Excellent - Exceeds Requirements

3 - Average - Acceptable

2 - Below Average - Does not meet requirements

1 - Unable to determine or not applicable to this candidate

1	2	3	4	5
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6. Customer Service

Did the candidate demonstrate, through his or her response, a high level of customer service skills/abilities?

5 - Outstanding

4 - Excellent - Exceeds Requirements

3 - Average - Acceptable

2 - Below Average - Does not meet requirements

1 - Unable to determine or not applicable to this candidate

1	2	3	4	5
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7. Technical Qualifications/Experience

Does the candidate have the technical skills necessary for this position?

5 - Outstanding

4 - Excellent - Exceeds Requirements

3 - Average - Acceptable

2 - Below Average - Does not meet requirements

1 - Unable to determine or not applicable to this candidate

1	2	3	4	5
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8. Initiative

Did the candidate demonstrate through his or her responses, a high degree of initiative?

5 - Outstanding

4 - Excellent - Exceeds Requirements

3 - Average - Acceptable

2 - Below Average - Does not meet requirements

1 - Unable to determine or not applicable to this candidate

1	2	3	4	5
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9. Candidate Recommendation

- Recommend for Hire
- Recommend for Hire with Reservations
- Do Not Recommend

10. Please provide final comments and recommendations for proceeding with the candidate.

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