nterview Evaluation PLEASE PRINT Applicant Name MIDDLE Position applied for _ Second Interview Third Interview This is First Interview Title Interviewer Name Instructions: Carefully rate the applicant's ability to successfully perform job requirements. Check the rating for each factor which best indicates the applicant's performance. Evaluation Definitions I - Insufficient: The applicant exhibits less than the desired Rating: Considering all factors, check the definition which best minimum standard required for the position but is capable of describes the applicant's interview performance. improving. O - Outstanding: This rating best describes an applicant who far U - Unsatisfactory: The applicant is clearly not acceptable for the exceeds the requirements for the position. position based on this factor. G - Good: This rating suggests the applicant meets the standard N - Not Applicable requirements of the position. **GENERAL FACTORS** RATING COMMENTS 00 1. Work Experience: G The degree to which the applicant's prior experience is consistent with the tasks Aperformed in the position for which he/she is $\bigcirc U$ interviewing. N \bigcirc 0 2. Job Knowledge: \bigcirc GThe degree to which the applicant demonstrates the practical/technical understanding needed to carry out the fundamental tasks of the position. U N 00 3. Education: \bigcirc G The degree to which the applicant's schooling is consistent with the level necessary to perform the fundamental tasks of the position. U \cap N \bigcirc 0 4. Communication Skills: \bigcirc G The degree to which the applicant conveys I ideas in a clear and effective manner. $\bigcirc U$ $\bigcirc N$ 00 5. Motivation: \bigcirc G The degree to which the applicant shows enthusiasm and interest in talking about the company and the position.

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7.	Composure: The degree to which the applicant remains calm and confident during the interview.		
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	Initiative:	\bigcirc o	
	The degree to which the applicant shows the desire/willingness to pursue challenges and take on additional job responsibility.	\bigcirc G	
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8.	Overall Suitability for Position:	00	
	The degree to which the applicant's overall characteristics and qualifications are consistent with the requirements of the position.	$\bigcirc G$	
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