

# Interview Evaluation

PLEASE PRINT

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

LAST

FIRST

MIDDLE

Position applied for \_\_\_\_\_

This is  First Interview  Second Interview  Third Interview

Interviewer Name \_\_\_\_\_ Title \_\_\_\_\_

**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

**Rating:** Considering all factors, check the definition which best describes the applicant's interview performance.

**O - Outstanding:** This rating best describes an applicant who far exceeds the requirements for the position.

**G - Good:** This rating suggests the applicant meets the standard requirements of the position.

**I - Insufficient:** The applicant exhibits less than the desired minimum standard required for the position but is capable of improving.

**U - Unsatisfactory:** The applicant is clearly not acceptable for the position based on this factor.

**N - Not Applicable**

GENERAL FACTORS	RATING	COMMENTS
<b>1. Work Experience:</b>	<input type="radio"/> O	_____
<i>The degree to which the applicant's prior experience is consistent with the tasks performed in the position for which he/she is interviewing.</i>	<input type="radio"/> G	_____
	<input type="radio"/> I	_____
	<input type="radio"/> U	_____
	<input type="radio"/> N	_____
	<input type="radio"/> O	_____
<b>2. Job Knowledge:</b>	<input type="radio"/> O	_____
<i>The degree to which the applicant demonstrates the practical/technical understanding needed to carry out the fundamental tasks of the position.</i>	<input type="radio"/> G	_____
	<input type="radio"/> I	_____
	<input type="radio"/> U	_____
	<input type="radio"/> N	_____
	<input type="radio"/> O	_____
<b>3. Education:</b>	<input type="radio"/> O	_____
<i>The degree to which the applicant's schooling is consistent with the level necessary to perform the fundamental tasks of the position.</i>	<input type="radio"/> G	_____
	<input type="radio"/> I	_____
	<input type="radio"/> U	_____
	<input type="radio"/> N	_____
	<input type="radio"/> O	_____
<b>4. Communication Skills:</b>	<input type="radio"/> O	_____
<i>The degree to which the applicant conveys ideas in a clear and effective manner.</i>	<input type="radio"/> G	_____
	<input type="radio"/> I	_____
	<input type="radio"/> U	_____
	<input type="radio"/> N	_____
	<input type="radio"/> O	_____
<b>5. Motivation:</b>	<input type="radio"/> O	_____
<i>The degree to which the applicant shows enthusiasm and interest in talking about the company and the position.</i>	<input type="radio"/> G	_____
	<input type="radio"/> I	_____
	<input type="radio"/> U	_____
	<input type="radio"/> N	_____
	<input type="radio"/> O	_____

