

INTERVIEW EVALUATION FORM



CANDIDATE NAME		CONDUCTED BY	
INTERVIEW DATE		INTERVIEW START TIME	INTERVIEW END TIME
POSITION TITLE		POSITION DEPT	
DESCRIPTION OF POSITION BEING FILLED			
DATE AVAILABLE		SALARY REQUESTED	

	N/A	POOR	FAIR	GOOD	EXCELLENT	COMMENTS
LEVEL OF PREPAREDNESS						
PROFESSIONALISM						
WORK EXPERIENCE						
TECHNICAL SKILLS						
VERBAL COMMUNICATION						
WRITTEN COMMUNICATION						
INTERPERSONAL SKILLS						
RELEVANT EDUCATION						
ADDITIONAL EDUCATION						
REQUIRED CREDENTIALS						
OPEN TO LEARNING NEW SKILLS						
STRESS TOLERANCE						
TIME MANAGEMENT						
TAKES INITIATIVE						
WORKS WELL INDEPENDENTLY						
WORKS WELL AS PART OF TEAM						
ATTITUDE TOWARDS POSITION						
	N/A	POOR	FAIR	GOOD	EXCELLENT	
TOTALS						

COMMENTS Provide any additional comments to support your assessment and recommendation.

RECOMMEND FOR HIRE		NOT A MATCH		DECISION NOT YET MADE	
INTERVIEWER NAME	TITLE		SIGNATURE	DATE	

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