



INTERVIEWER RATING FORM/HIRE AUTHORIZATION

Applicant:	Date & Time of Interview:
Title / Posn# :	Department/ Code :
Salary Schedule :	Interviewer:

Please complete this form after you have interviewed the above candidate. If selected, forward this document and application material to your Senior Administrator/Dean and Vice President for approval. If candidate is not selected, sign and return to Human Resources.

INTERVIEWER(S) IMPRESSIONS

1. POISE AND STABILITY

- Ill at ease, appears nervous
- Somewhat tense, is easily irritated
- About as poised as the average applicant
- Extremely well composed

COMMENTS:

2. PERSONALITY

- Unsatisfactory for this position
- Satisfactory for this position
- Questionable for this position
- Very desirable for this position

COMMENTS:

3. ABILITY TO EXPRESS IDEAS

- Talks very little, expresses herself/himself poorly
- Tries to express herself/himself but does a fair job at best
- Talks well and to the point

COMMENTS:

4. ABILITY TO UNDERSTAND AND RESPOND TO QUESTIONS

- Slow to catch on
- Requires above average explanation
- Grasps ideas with average ability
- Exceptionally perceptive

COMMENTS:

5. EXPERIENCE

- No relationship between applicant experience and position requirements
- Fair relationship between applicant experience and position requirements
- Average amount of meaningful relevant experience
- Significant amount of relevant experience

COMMENTS:

6. ATTITUDE

- Negative, very poor
- Satisfactory
- Indifferent, poor
- Above average

COMMENTS:

INTERVIEW SUMMARY:

This applicant should be hired: YES NO

If "YES", please indicate the **work schedule**, number of **hours per week**, preferred **start date** (1st or 16th of the month), and any other information pertinent to the position:

If "NO", would you recommend consideration at a future date for this or any other position?

YES NO

COMMENTS:

SUPERVISOR

DATE

Complete and sign for ALL interviewed applicants.

SENIOR ADMINISTRATOR/DEAN

DATE

For authorization to hire only

VICE PRESIDENT

DATE

For authorization to hire only

Please return this form to Human Resources when completed.

FOR HUMAN RESOURCES USE ONLY		
REJECTED <input type="checkbox"/>	OFFERED POSITION <input type="checkbox"/>	APPLICANT DECLINED OFFER <input type="checkbox"/>
DATE NOTIFIED:	WILL START	REASON:
	SALARY SC H/ STEP:	
	RATE: \$	
	DAYS/ HOURS:	

HUMAN RESOURCES SIGNATURE

DATE