HBITS Form 3B:
Authorized User Interview Evaluation Form

Candidate Specific Form: Please complete this form for each Candidate interview conducted.

Date:	
Task Order #:	
Contractor Name:	
Candidate Full Name	
List any anticipated absences and the dates of such absences the Consultant may have during the engagement:	
Project:	
Service Group :	
Job Title(s) Category:	
Skill Level:	
Skill Demand Required:	
Home Base Region:	

Additional security requirements for the Authorized User:	
If Other is listed, please provide relevant information:	
Additional training possibly required during Engagement?	
If Yes, provide description of anticipated training?	
Type or manner of Knowledge Transfer requested during the Engagement:	
Is travel anticipated during the Engagement?	
If Yes, please list anticipated frequency and locations for travel:	
Did interviewee(s) change the interview date and time more than two times OR did not show up?	

CONTINUED ON NEXT PAGE

		Scoring Criteria			
1)	If Candidate Does Not Pass Mandatory Qualification – Score "Fail," Enter Rationale in Comments Column and discontinue evaluation				
2)	Candidate Meets Qualifications- Assign Score of 75% of Max Points				
3)	Candidate Exceeds Requested Qualification – Score Full Points Assigned, Enter Information in Comments Column Detailing Rationale for Exceeding Qualifications				
4)	Candidate Does Not Meet Requested Qualification – Score 0 Points. No Partial Points Allowed for Not Meeting Requested Qualifications				

Mandatory Qualifications

Insert Text From Contract for Position Title and Skill Level)		Task Order Points:			
		Pass/Fail			
Qualification Number	Requested Qualifications	Points Assigned for Meeting Qualifications (Always 75% of Max Points	Points Assigned for Exceeding Qualifications (Max Points)	Candidate Score	Comments and/or Score Change Rationale
1.	Sample: X Months of Experience in Y doing Z	7.5	10		
2.	Sample: X Months of Experience in Y doing Z	7.5	10		
3.	Sample: X Months of Experience in Y doing Z	7.5	10		
4.	Sample: X Months of Experience in Y doing Z	7.5	10		
5.	Sample: X Months of Experience in Y doing Z	7.5	10		
6.	Sample: X Months of Experience in Y doing Z	7.5	10		
7.	Sample: X Months of Experience in Y doing Z	3.75	5		
8.	Sample: X Months of Experience in Y doing Z	3.75	5		
9.	Sample: Bachelor's Degree	3.75	5		
10.	Sample: Project Management Professional (PMP)	3.75	5		
Interview Score		20	20		
Total Points:		**80**	**100**		

Interview Score Criteria: (20 Total Points)

Part 1: Interview (15 Points)

Highly recommend (15): Candidate provided excellent responses to all interview questions. Candidate has firm grasp on the needs of the agency and appears to have the requisite skill set to successfully perform the duties of the position beyond the expectations of the Authorized User. Candidate should seamlessly fit within the office(s) and work environment of the Authorized User.

Recommend (10): Candidate provided satisfactory answers to all interview questions. Candidate understands the needs of the agency and would satisfactorily complete all tasks required of the candidate.

Do not recommend (0): Candidate was ill-prepared for interview; or Candidate's experience was overstated in the Form 3A submission; or did not understand the needs of the Authorized User; or failed to answer basic questions regarding the skills and experience required for this position.

Part 2: Communication Skills (5 Points)

Excellent (5): The interviewer could clearly understand the information provided by the Candidate without prompting or follow-up. The Candidate was able to clearly communicate his/her skills and experience in response to the questions posed by the interviewer. If selected, the Candidate will be able to effectively speak and interact with staff without assistance.

Average (3): The interviewer could understand the candidate; however, Candidate required a few instances of prompting. The Candidate was mostly able to communicate his/her skills and experience in response to the questions by the interviewer. If selected, the Candidate will be able to speak and interact with staff with minor, if any, assistance.

Poor (0): The interviewer could not understand the Candidate. The Candidate was unable to effectively communicate his/her skills. If selected, the Candidate would have difficulty speaking and interacting with staff without assistance from others.

Additional Justification (please complete if necessary):

**The completion of this information by the Authorized User is optional and it will not be scored.	
Is Candidate able to work the estimated work hours?	
Is Candidate available for the duration of the Task Order?	
Is Candidate available on the Target Start Date?	
Is Candidate available to work at the job location?	
Was the Candidate aware of the Engagement location, daily work hours and job duration prior to the interview?	