

## Interview Evaluation Form for Non-Managerial Candidates

**Name of Applicant:** \_\_\_\_\_ **Reviewer's Name:** \_\_\_\_\_

To be used as a guide to evaluate the applicant's qualifications for administrative positions. The numeric value corresponds to the applicant's level of qualification. Additional comments can be provided.

**Rating Scale:**      **3. Excellent—exceeds requirements**      **1. Below Average—does not meet requirements.**  
                                  **2. Competent—acceptable proficiency**

	Rating			
	3	2	1	N/A
<b>Oral Communication Skills:</b> Ability to effectively communicate points in a manner consistent with the needs of this position.				
<b>Computer Skills:</b> Level of experience with software programs such as Microsoft Office products.				
<b>Attention to Detail:</b> Ability to achieve thoroughness and accuracy when accomplishing a task				
<b>Organization / Managing Deadlines:</b> Ability to maintain a level of organization as well as manage competing priorities to meet deadlines				
<b>Customer Service:</b> Ability to provide service to internal and external customers resulting in customer satisfaction				
<b>Internal Relations:</b> Ability to effectively work with colleagues to achieve shared goals				
<b>Experience and Background:</b> Level of experience in an administrative role/formal education & certifications.				
<b>Culture Fit:</b> Impression of how this person would blend with Loyola's Jesuit Catholic identity.				
<b>Overall Evaluation*:</b> Summary of your perceptions of the candidate's strengths/weaknesses. (Note any concerns that should be considered.)	<u>3.0</u>	<u>2.0 to 2.9</u>	<u>1.0 to 1.99</u>	
*Overall evaluation of less than 3.0 can be anywhere from 1.0 to 2.9				