

Employment Interview Evaluation

Applicant Name _____ Date _____ / _____ / _____

Purpose General Interview Position Interview - Job Title _____
 1st Interview 2nd Interview 3rd Interview

Interviewer _____ Title _____

Hiring Manager (if applicable) _____ Title _____

Instructions: Carefully evaluate the applicant's interview performance in relation to the specific job requirements. Check the rating box to indicate the applicant's performance. Indicate N/A if the rating category is not applicable.

O = Outstanding: Applicant is exceptional and is recognized as being far superior to others.

I = Improvement Needed: Applicant is deficient or below the standards required for the job.

V = Very Good: Applicant clearly exceeds position requirements.

U = Unsatisfactory: Applicant is generally unacceptable.

G = Good: Applicant is competent, dependable, and meets standards of the job.

N/A = Not applicable.

GENERAL FACTORS	RATINGS	SUPPORTIVE DETAILS OR COMMENTS
Experience The extent to which the applicant's background and experience are consistent with the requirements of the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	
Education The extent to which the applicant's schooling is relevant and sufficient for the requirements of the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	
Job Knowledge and Job Skills The extent to which the applicant possesses the practical and technical knowledge required on the job and skills required to perform the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	
Knowledge and Interest of the Industry The extent to which the applicant has knowledge or is familiar with the company's industry. The level of desire applicant has in working for the company.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	

Communication Skills The extent to which the applicant can communicate effectively (verbal and written).	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	
Supervisory Skills The extent of the applicant's previous responsibility for direct and indirect reports, including authority to hire and fire. Applicant's management style.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	
Creativity The extent to which the applicant proposes ideas and finds new and better ways of doing things.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	
Initiative The extent to which the applicant appears to seek out new assignments and assumes additional duties when necessary.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	
Composure The extent to which the applicant appears to be in control. The applicant's ability to handle stress.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	
Overall Impression The extent to which the applicant's overall appearance, manner, and responsiveness are consistent with the requirements of the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/> N/A	

Reason(s) for changing jobs _____

Overall Interview Performance

- Strong candidate No further interest
 Possible candidate Other _____
 Possible candidate for another position

Position _____

Comments _____