

CANDIDATE EVALUATION

POSITION APPLIED FOR _____

Client Company _____

CANDIDATE NAME _____

INTERVIEWER NAME _____

TITLE _____

INTERVIEW TYPE: 1st Interview 2nd Interview Promotion Other

INSTRUCTIONS

Rate the candidate in each interview area. Put that number in the rating box.

KNOWLEDGE OF JOB Rating

- 0 No knowledge evident
- 1 Less than we would prefer
- 2 Meets our requirements for hiring
- 3 Exceeds our expectations of average candidates
- 4 Thoroughly versed in job and very strong in associated areas

INTEREST IN POSITION Rating

- 0 Showed no interest
- 1 Some lack of interest
- 2 Appeared genuinely interested
- 3 Very interested. Prefers type of work applied for
- 4 Totally absorbed with job content

EXPERIENCE Rating

- 0 None for this job: no related experience either
- 1 Would prefer more for this job
- 2 Adequate for job applied for
- 3 Totally experienced in job
- 4 Strong experience in all related areas

MOTIVATION TO SUCCEED Rating

- 0 None exhibited
- 1 Showed little interest in advancement
- 2 Average interest in advancement
- 3 Highly motivated. Strong desire to succeed
- 4 Extremely motivated. Strong desire to advance

COMPREHENSION Rating

- 0 Did not understand any many points and concepts
- 1 Missed some ideas or concepts
- 2 Understood most new ideas and skills discussed
- 3 Grasped all new points and concepts quickly
- 4 Extremely sharp. Understood subtle points and underlying motives

POISE AND CONFIDENCE Rating

- 0 Extremely distracted and confused. Displayed uneven temper
- 1 Sufficient display of confusion or loss of temper to interfere with job performance
- 2 Sufficient poise and confidence to perform job
- 3 No loss of poise during interview. Confidence in Ability to handle pressure
- 4 Displayed impressive poise under stress. Appears unusually confident and secure

COMMUNICATION Rating

- 0 Could not communicate. Will be severely impaired in most jobs
- 1 Some difficulties will detract from job ability
- 2 Adequate for job
- 3 More than sufficient for the job
- 5 Outstanding ability to communicate

ADD ALL RATINGS
(Max Score 28)

OVERALL INTERVIEW RATING

INTERVIEWER COMMENTS _____

NEXT ACTION Recommend for Hire Additional Interview No further Interest Other Action

INTERVIEWER SIGNATURE _____

DATE _____