

Interviewer's Report

INSTRUCTIONS: Immediately following the interview, write your analysis and interpretation of the interview in each section, taking into consideration the elements listed in the right-hand column. Also, circle appropriate ratings for each section based on your evaluation. Then, summarize the candidate's strengths and shortcomings. Finally, circle an overall rating.

Applicant's name						Position	
Interview Date						Date Available	
DIRECT IMPRESSION (Impact)							Appearance Manner Self-expression Responsiveness
Favorable	5	4	3	2	1	Unfavorable	
WORK EXPERIENCE							Relevance of work Sufficiency of work Skill and competence Adaptability Productivity Motivation Interpersonal relations Leadership Growth and development
Favorable	5	4	3	2	1	Unfavorable	
EDUCATION							Relevance of schooling Sufficiency of schooling Intellectual abilities Versatility Breadth and depth of knowledge Level of accomplishment Motivation and interests Reaction to authority Leadership Teamwork
Favorable	5	4	3	2	1	Unfavorable	
PRESENT ACTIVITIES AND INTERESTS (Optional)							Vitality Management of time,energy,money Maturity and judgement Intellectual growth Cultural breadth Diversity of interests Social effectiveness Interpersonal skills and interests Leadership Basic values and goals Situational factors
Favorable	5	4	3	2	1	Unfavorable	
SUMMARY OF STRENGTHS (+)			SUMMARY OF SHORTCOMINGS (-)				A. Can do? Talents, skills Knowledge Energy B. Will do? Motivation Interests C. How fit? Personal qualities Social effectiveness Character X. Situational factors Y. Salary appropriate?

OVERALL SUMMARY AND RECOMMENDATIONS

Final recommendations (Gauge strength of candidate; consider placement, supervision, training, and potential)

Favorable 5 4 3 2 1 Unfavorable