

61st Street Service Corporation
14 East 60th Street
New York, NY 10022-1002

Applicant Interview Evaluation Summary

Applicant's Name: _____ Date of Interview: ____/____/____
Position: _____ Interview (Print): _____

SKILLS	E	G	P	NA	COMMENTS
E = Excellent G = Good P=Poor NA = Non applicable					
1. Applicant has the necessary skills to perform the job description.					
2. Applicant's work experience is relevant to this position.					
3. Applicant was focused and responsive to questions asked.					
4. Applicant communicated ideas clearly and effectively.					
5. Applicant has a professional appearance and demeanor appropriate for position.					
6. Applicant would represent the Service Corporation well.					
7. How much training would be required for the applicant to function satisfactorily?					
Minimum		Moderate		Extensive	
8. If a certificate, license or specialized degree is required, does the candidate have the appropriate credentials?					
			Yes	No	
<u>ADDITIONAL COMMENTS</u>					

Action:* Hire Hold Reject Requires 2nd. Interview by _____

*If hold or reject, please include specific reason in comments section. For rejects also include a valid rejection code (see reverse).

INTERVIEWER _____ DATE _____
(Signature)

VALID REJECTION CODE TABLE

101	Work History
102	Insufficient Exp.
103	Presentation
104	Communications
105	No Recent Exp.
106	Inadequate Ed.
107	Salary Demands
108	Overqualified
109	Inapp. Skills
110	Insuff. Skills
111	References
112	Underage
113	No Show
114	Occup. Health
115	Schedule Conflict
117	Credit/Criminal