



Candidate Interview Evaluation Form

The purpose of this form is not to give weight to the particular traits of any individual position, but to organize the recording of information collected during the interview and to assist in evaluation and comparing different applicants when interviews are completed. It will be most effective if this form is prepared immediately after the interview, when your memory is fresh.

Applicant's Name: _____ **Position:** _____

Traits/ Rating	Outstanding 4	Excellent 3	Satisfactory 2	Average 1	Unsatisfactory 0	Rating
Knowledge of specific job & related topics	Thoroughly versed & very strong elsewhere	Exceeds our expectations of average candidates	Meets our hiring requirements	Less than we would prefer	No knowledge is evident	
Experience	Totally experienced in job & in related areas	More than adequate – good related experience	Adequate for job being applied for	Would prefer more for the job	None for this job or any related experience	
Communication ability	Outstanding	More than sufficient for the job	Sufficient for adequate performance	Some difficulties – will detract from performance	Could not communicate	
Interest in position & our company	Totally absorbed w/ job content	Very interested – seems eager to work	Appears genuinely interested	Some lack of interest displayed	Showed no interest	
Motivation	Extremely motivated – strong compulsion to succeed	Highly motivated; wants to succeed & advance	Average desire to succeed	Shows little desire to succeed	No motivation. No concern for personal future	
Insight & alertness	Strong – recognized subtle points	Quickly grasped new concepts & points	Understood new ideas & shifts in discussion	Missed some concepts/ ideas	Did not understand many points	
Compatibility with position	Perfect for job	Good overall – some traits desirable	Within satisfactory range for job	Some deficiencies	Not acceptable for the job	

Recommendation: Offer _____ No Offer _____
Evaluator's Name: _____ **Dept:** _____
Comments _____

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Please return this form to the Human Resources Department.