



Human Resources & Payroll  
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**Oral Interview Evaluation Form**

Candidate: \_\_\_\_\_  
 Committee Member: \_\_\_\_\_  
 Date: \_\_\_\_\_

**RATING SCALE**

**U = Unable to evaluate**  
**5 = Excellent**  
**4 = More than acceptable**  
**3 = Acceptable**  
**2 = Less than acceptable**  
**1 = Poor**

Opening Remarks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Vision & Leadership skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Administrative Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Resource Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Judgment and Decision-Making Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Interpersonal Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Personal Characteristics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Knowledge about Areas of Specialty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Value Added	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U
Communications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5	U

## Oral Interview Evaluation Form Continuation Sheet

Candidate's Name \_\_\_\_\_

- 1) Evaluate the candidate at the end of his/her interview and adjust, if necessary, after each additional candidate interview. Use the following criteria: **A = To be referenced; B = On hold; C = Not a match.**
- 2) **Rate the candidate on Risk (based on his/her proven track record) and Reward (based on what you believe he/she will accomplish for you). Use the following criteria: 1 = low; 3 = average; 5 = high.**

		<b>Evaluation</b> A= To be referenced B= On hold C= Not a match	<b>Risk</b> 1 = low 3 = average 5 = high	<b>Reward</b> 1 = low 3 = average 5 = high
1.	At the end of his/her interview.			
2.	After 2 <sup>nd</sup> candidate's interview.			
3.	After 3 <sup>rd</sup> candidate's interview.			
4.	After 4 <sup>th</sup> candidate's interview.			
5.	After 5 <sup>th</sup> candidate's interview.			
6.	After 6 <sup>th</sup> candidate's interview.			
7.	After 7 <sup>th</sup> candidate's interview.			
8.	After 8 <sup>th</sup> candidate's interview.			
9.	After 9 <sup>th</sup> candidate's interview.			
10.	After 10 <sup>th</sup> candidate's interview.			
11.	After 11 <sup>th</sup> candidate's interview.			
12.	After 12 <sup>th</sup> candidate's interview.			
	After search committee's final discussion			