

Interview Evaluation Report

This **Interview Evaluation Report** is a tool to be used by Hiring Managers to provide feedback to Human Resources regarding interviewed candidates. Please use your best judgment in evaluating the candidate's responses to your questions. Remember to use good listening and note taking skills as the interview progresses. In order to provide guidance to you in evaluating the responses a table containing rating categories and definitions is provided below. Please familiarize yourself with these definitions prior to the interview.

Upon completion of the interview you should fill out this form, sign it and return it to your HR Generalist (Fax #215-204-5921, or 1-5921).

Applicant Name: _____ Interview Date: _____

Position Interviewed For: _____ Requisition Number: _____

Interviewed By: _____ (Print Your Name) HR Generalist: _____

Please check the appropriate rating for each of the categories below.

	Outstanding	Above Satisfactory	Satisfactory	Below Satisfactory	Unsatisfactory
Communication Skills					
Experience					
Job Related Skills					
Education/Training					

(Note: An "Unsatisfactory" rating must be explained in the Summary section below.)

The applicant's responses will be evaluated on a 5-point scale. To assist the interviewer and to provide for consistency, an outline of the rating scale to be used follows.

Rating Category	Standard
Outstanding	Evidence that the applicant has performed similar functions very well or has met even higher performance standards for similar functions. Demonstrated a record of performance exceeding the level required by the job.
Above satisfactory	Evidence that the applicant has successfully performed the function in the past and has a demonstrated record of performance that meets the level required by the job.
Satisfactory	Evidence that the applicant has successfully performed the function or related activities in the past, and expresses a willingness to do so.
Below satisfactory	There is no evidence in the applicant's past to suggest ability to perform the function. However the applicant states that he/she is willing and able to do so.
Unsatisfactory	Evidence that the applicant has been unsuccessful with similar functions in the past or applicant states an unwillingness or inability to perform the function.

Interviewer's Summary (You may use the back of the form for additional comments):

Interviewed By: _____ (Interviewer Signature)

Recommendation (Check One): Offer/Hire Hold Rejected