

## Interview Evaluation

<b>Candidate name:</b>	<b>Date of interview:</b>
<b>Position:</b>	<b>Interviewer's name:</b>
<b>Department:</b>	<b>Return this form to:</b>

This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different candidates when interviews are completed. Interviewers are encouraged to use the "comments" section to support each candidate's rating. This form is to be completed during and/or immediately following the interview.

Please circle the appropriate rating using the scale:

5: Exceptional  
4: Better than average

3: Capable / Average  
2: Poor

1: Not acceptable  
NA : Not observed

Relevant educational background	5	4	3	2	1	NA
Related work experience	5	4	3	2	1	NA
Related computer skills	5	4	3	2	1	NA
Verbal communication skills	5	4	3	2	1	NA
Written communication skills	5	4	3	2	1	NA
Attention to detail	5	4	3	2	1	NA
Takes Initiative	5	4	3	2	1	NA
Integrity	5	4	3	2	1	NA
Cooperation	5	4	3	2	1	NA
Stress tolerance	5	4	3	2	1	NA
Learning ability	5	4	3	2	1	NA
Interpersonal skills	5	4	3	2	1	NA
Attitude towards this position	5	4	3	2	1	NA
Professional demeanor	5	4	3	2	1	NA
	5	4	3	2	1	NA
	5	4	3	2	1	NA
	5	4	3	2	1	NA
	5	4	3	2	1	NA
Overall impression	5	4	3	2	1	NA

Additional comments:

Recommended action:

\_\_\_\_\_ Hire      \_\_\_\_\_ Reject      \_\_\_\_\_ Refer for \_\_\_\_\_ position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date