



Employment Interview Assessment Forms

MANAGEMENT LEVEL POSITION

Candidate's Name: _____ Date: _____ Interviewer: _____

RATING SCORE: 1 – 4 (1 = Marginal → 4 = Superior)

I. <u>LEADERSHIP:</u>	WEIGHT 35%	RATING 1 – 4	RATING X WEIGHT	MAX. SCORE
• Visionary/Strategic Thinker		3	26	
• Thinking “Out of the Box”		2	18	
• Change Agent		3	26	
• Planning		3	26	
• Ability to Influence		2	18	
	Subtotal	13	114	175

II. <u>BUSINESS KNOWLEDGE/EXECUTION:</u>	25%			
• Technical/Requisite Skills		3	19	
• Execution (Quality/Cost/Delivery)		4	25	
• Leads/Champions Best Practices		1	6	
• Industry Knowledge/Experience		3	19	
• Management/Business Acumen		3	19	
	Subtotal	14	88	125

III. <u>HUMAN CAPITAL MANAGEMENT:</u>	25%			
• Eye for Talent		3	19	
• Assess and Develop Talent		2	12.5	
• Motivation Techniques		4	25	
• Retention Techniques		1	6	
• Delegation/Empowerment		2	12.5	
	Subtotal	12	75	125

IV. <u>PERSONAL ATTRIBUTES:</u>	15%			
• Leadership Presence		3	11	
• Personal Demeanor/Team Player		3	11	
• Passion/Dynamics		4	15	
• Ability to Express a Point/Communications		3	11	
• Innovative		2	7.5	
• Past Career Progression		3	11	
	Subtotal	18	66.5	90
Total Individual Score =		57	410	515
Total Weight = 100% Rating X Weight Score = (Rating Score divided by 4 X Weight)				

Interviewer Comments:

**OPPORTUNITY
KNOCKS.ORG**
 Jobs that change the world
Employment Interview—Quantitative Evaluation Form



Candidate's Name: _____ Interviewer: _____

Position Applied for: _____ Date: _____

Selection Criteria	Not Acceptable (0)	Fair (1)	Acceptable (2)	Exceeds (3)	Exceptional (4)
Trend of Performance and Professional Growth					
Problem Solving and Analytical Skills					
Requisite Skills for Position					
Education					
Experience as it Relates to our Industry					
Ability to Express Oneself					
Personal Characteristics – Attitude, Appearance, and Personality					
Self Confidence and Business Maturity					
Cultural Fit					
Leadership/Management Skills					
Organizational and Communications Skills					
Capacity for Future Development					

Overall Score (Total Points): _____

<24 points = Recommend as a No Hire	24 to 32 points = Recommend as an Adequate Hire
>32 points = Recommend as a Top-Grade hire	

Recommendation to Hire: Yes _____ No _____

Other Recommendations: _____

Interviewer's Comments and Reasons Supporting Recommendation:

Please return completed form to Human Resources as soon as possible after the interview.

OPPORTUNITY KNOCKS.ORG

Jobs that change the world



Employment Interview—Numerical Evaluation Form

Candidate Name: _____ Interviewer: _____

Position Applied for: _____ Date: _____

	Max. Score	Applicant Score
A. Technical Background	70	
1. Software Engineering Experience (including 5+ years in programming)	(20)	
2. Structure Software Development Methodologies Knowledge	(10)	
3. Software Design Process Knowledge	(10)	
4. Software Product Completion Experience (including timely completion; software quality; testing and integration; software support after delivery)	(10)	
5. Real-Time Operating System and DOS/Unix based Platform	(10)	
6. Software Development Tools Experience/Knowledge (source code configuration, CASE, debuggers, compilers, linkers, PVCS a plus)	(10)	
B. Management Experience/Skills	60	
1. Software Management Skills and Experience (including staffing, motivating, mentoring, coaching, training, and development)	(30)	
2. Project Scheduling and Budget Experience (MS, Project a Plus)	(10)	
3. Software Problem Reporting Management	(10)	
4. Interdepartmental Experience Working with Marketing, Hardware and Systems Engineering, Manufacturing and Program Management	(10)	
C. Personal Dynamics	70	
1. Team Player	(10)	
2. Adaptable to Company's Environment	(10)	
3. Communication Skills	(15)	
4. Energy Level/Motivation to Get Things Done	(10)	
5. Mental Prowess	(10)	
6. Problem Solving Capabilities	(5)	
7. Leadership Qualities	(10)	
Total Score:	200	

(Insert Total Applicant Score.)

Recommendation to Hire: Yes _____ No _____

Other Recommendations: _____

Interviewer's Comments and Reasons Supporting Recommendation:

Please return completed form to Human Resources as soon as possible after the interview.

OPPORTUNITY KNOCKS.ORG

Jobs that change the world



These materials are for general educational purposes and are neither an offer of service nor a recommendation of specific legal advice or similarly related services to any particular individual, or for any particular organization. Your access to and use of these materials in no way shall be implied or construed to create any relationship between you and the Georgia Center for Nonprofits, including without limitation, attorney-client relationship.

We believe that the information we have provided in these materials is reliable. However, we do not guarantee or assume responsibility for the accuracy, completeness or timeliness of this information, or that this information complies with all federal laws or the laws of all 50 states. It is not the intention of Georgia Center for Nonprofits to provide specific legal advice, but rather to provide users with general information to better understand non-profit organizations issues. You should neither construe any of these materials as business, employment, or legal advice nor make this service the primary basis for any decisions made by or on behalf of you or your organization, and you may want to consult your business advisor or attorney concerning these issues. We also urge you to consult with your compliance or legal department for answers to your specific questions and to determine whether these materials are suitable for you.

All information is provided "as is" without warranty of any kind. WE MAKE NO REPRESENTATIONS AND DISCLAIM ALL EXPRESS, IMPLIED AND STATUTORY WARRANTIES OF ANY KIND TO THE USER AND/OR ANY THIRD PARTY, INCLUDING ANY WARRANTIES OF ACCURACY, TIMELINESS, COMPLETENESS, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. WE SHALL UNDER NO CIRCUMSTANCES BE LIABLE TO USER AND/OR ANY THIRD PARTY FOR ANY LOST PROFITS OR LOST OPPORTUNITY, INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES WHATSOEVER.