

Employment Interview

Position:

Name of Applicant: _____ Date ____/____/____

General Interview Position Interview Proposed Job Title : _____

This is: 1st Interview 2nd Interview 3rd Interview

Interviewer: _____ Title: _____

Instructions: Carefully evaluate applicant's interview performance. box if the rating category is not applicable. Assign points for each rating using the scale provided and write this number in the point's box. Points will be totaled and averaged for an overall interview score.

- 5 – **Outstanding** – Applicant is exceptional.
- 4 – **Very Good** – Applicant clearly exceeds position requirements.
- 3 – **Good** – Applicant is competent and dependable. Meets standards of the job.
- 2 – **Improvement needed** – Applicant is deficient or below the standards required of the job.
- 1 – **Unsatisfactory** – Applicant is generally unacceptable

General Factors	Points	Supportive Details or Comments
Experience - The extent to which the applicant's background and experience are consistent with the requirements of the job.		
Education - The extent to which the applicant's education and training are relevant and sufficient for the requirement of the job		
Job Knowledge - The extent to which the applicant possesses the practical/ technical knowledge required on the job.		
Information About General Work Field - The extent to which the applicant has a thorough knowledge or is familiar with the field		
Communication Skills -The extent to which the applicant can communicate effectively		
Motivation -The extent to which the applicant appears to have a true desire to work and has an interest in the position		
Creativity - The extent to which the applicant proposes ideas, finds new and better ways of doing things.		
Initiative - The extent to which the applicant appears to seek out new assignments and assumes additional duties when necessary.		
Composure - The extent to which the applicant appears to be in control. The applicant's ability to handle stress		
Overall Impression - The extent to which the applicant's overall appearance, manner and responsiveness are consistent with the requirements of the job.		
Total of Points		Outstanding 41-50 Very good 31-40 Good 21-30 Improvements needed 11-20 Unsatisfactory 10-0

This applicant is:

- A strong candidate.
- A possible candidate for another position (explain below)
- A possible candidate.
- Of no further interest.

Alternate position(s) for which applicant seems better qualified/Comments _____
