

Employment Interview Form

Position:

This is: 1st Interview 2nd Interview

Name of Applicant: _____ Date: ____/____/____

General Interview Position Interview Proposed Job Title: _____

Interviewer: _____ Title: _____

Instructions: Carefully evaluate applicant's interview performance. 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.
- N/A – Not Applicable**

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 has a thorough knowledge or is familiar with the field.		
Information About General Work Field - The extent to which the applicant has a thorough knowledge or is familiar with the field		
Interpersonal/Communication Skills - The extent to which the applicant can communicate effectively Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and customer orientation.		
Motivation - The extent to which the applicant appears to have a true desire to work and has an interest in the position Organizational Skills - The extent to which the applicant appears to plan, prioritize, have proper time management and be detail oriented.		
Creativity - The extent to which the applicant proposes ideas, finds new and better ways of doing things. Problem Solving/Decision Making: The extent to which the applicant demonstrates the ability to make decisions and resolve issues.		
Initiative - The extent to which the applicant appears to seek out new assignments and assumes additional duties when necessary. Teamwork - The extent to which the applicant demonstrates the ability to work as part of a team; seeks perspectives and expertise of others; looks for opportunities to support others.		
Composure/Flexibility - The extent to which the applicant appears to be in control. The applicant's ability to handle stress. Assess candidate's responsiveness to change, tolerance for ambiguity.		
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.

A possible candidate for another position (explain below)

Of no further interest.

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