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CANDIDATE INTERVIEW EVALUATION FORM

Candidate's Name: _____ Date: _____

Position Applied For: _____

Interviewed By: _____

Scoring

Candidate evaluation forms are to be completed by the interviewer(s) to rank the candidate's overall suitability for the position. Under each heading, the interviewer should give the candidate a numerical rating (please circle) and write specific job related comments in the space provided. The numerical ratings are as follow:

1 – Unsatisfactory 2 – Satisfactory 3 – Average 4 – Above Average 5 – Exceptional

Educational Background – Does the candidate have the appropriate or necessary academic or educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

Prior Work Experience – Has the candidate acquired the necessary skills or qualifications from past work experiences?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications/Experience – Does the candidate have the necessary technical skills for this position?

Rating: 1 2 3 4 5

Comments:

Administrative And Budgetary Experience - financial planning, staff supervision, management of resources – Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: 1 2 3 4 5

Comments:

Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Customer Service Skills (Sales Position) – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?

Rating: 1 2 3 4 5

Comments:

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 3 4 5

Comments:

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 4 5

Comments:

Overall Impression and Recommendation – Final comments and recommendation for proceeding with this candidate

Rating: 1 2 3 4 5

Comments:

Total Ratings: _____
(add up the above ratings)

Appointed	Rejected	KIV