

JOB INTERVIEW EVALUATION FORM

Interviewee Name:		Interview Date:	
Job Applied For:		Department:	

CRITICAL ATTRIBUTES RATING SCALE

ACADEMIC & EXPERIENCE REQUIREMENTS					
Education		Irrelevant		Partial	Relevant
Experience		Irrelevant		Partial	Relevant
JOB KNOWLEDGE					
Job Knowledge		Fair		Good	Excellent
Conceptual Clarity		Fair		Good	Excellent
CHARACTERISTICS					
Appearance		Fair		Good	Excellent
Communication		Fair		Good	Excellent
Confidence Levels		Fair		Good	Excellent
Attitude		Fair		Good	Excellent
Current Salary: _____					
Expected Salary: _____					
Reason for leaving the present company: _____					
General Comments:					
OVERALL EVALUATION	<input type="checkbox"/>	FAIR	<input type="checkbox"/>	GOOD	<input type="checkbox"/> EXCELLENT

RECOMMENDATION:

Recommended to be employed: ☐ Yes / ☐ No

If yes, in the position of: _____

If no, considered for employment in the future? ☐ Yes / ☐ No

Interviewer 1	Interviewer 2
Name, Signature & Date	Name, Signature & Date