INTERVIEWER'S EVALUATION OF POTENTIAL CANDIDATE

CANDIDATE'S NAME : ………………….   *INTERVIEW DATE:………………………*

OPEN POSITION:…………………..   *INTERVIEWER'S NAME:……………………*

POSITION LOCATION:…………………………..

Please use the rank table below to rate the question that follow

AVERAGE	**1**	GOOD	**2**	Excellent	**3**

SKILL CATEGORIES	AVERAGE	GOOD	EXCELLENT
MOTIVATIONS/ACHIEVEMENT Work hard to accomplish tasks and overcome obstacles			
DECISION MAKING JUDGMENT Making effective, realistic decision within organizational guidelines based upon analysis, wisdom and experience.			
FOLLOWING PROCEDURES Follows established policies and procedures			
RESOURCEFULNESS Ability to find resources or create innovative solutions to problems.			
PERSONAL ATTRIBUTES Consider this individual's personality, attitude and motivation with reference to the requirements of the job will this individual be an asset in this position?			
ABILITY TO HANDLE RESPONSIBILITY Does the candidate seem to have the ability /capabilities to handle the responsibility of the position?			
COMMUNICATION SKILLS Does the candidate have the communication skills to obtain full cooperation from subordinates, to work effectively with fellow mangers superiors and if applicable, customers or vendors?			

RECOMMENDATION: *Recommendation For Hire* [   ]   *Not a Match* [   ]   *No Decision Yet* [   ]

Please provide your overall opinion of candidate and any additional comments on any of the above areas.

Interviewer's Signature   **Title**   **Date**