**Interview Summary**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_ Interview Date: \_\_\_\_\_

Position(s) interviewed for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Interviewer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Name of interviewer preparing summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

**Rate the following items 1 – 5 (5 being strongest):**

|  |  |  |
| --- | --- | --- |
| **Item** | **Rating 1-5** | **Comments** |
| **Experience** |  |  |
| **Education / Technical Skills** |  |  |
| **Job Knowledge** |  |  |
| **Communication Skills** |  |  |
| **Creativity** |  |  |
| **Initiative** |  |  |
| **Composure** |  |  |
| **Overall Strength** |  |  |

*Additional comments/observations:*