

INTERVIEW EVALUATION FORM

Name of Candidate:
Position Interviewed for:
Date of Interview:
Interviewed By:

JOB EVALUATION CRITERIA:	Exceeds	Meets	Does Not Meet	COMMENTS:
The candidate has the necessary education and/or training required by the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The candidate has prior work experience that is related to the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The candidate demonstrated to your satisfaction that he/she had the necessary technical skills to perform the job successfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The candidate demonstrated to your satisfaction that he/she had the necessary experience in supervising others to perform the job successfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The candidate demonstrated to your satisfaction that he/she had the necessary leadership skills to perform the job successfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Communication: articulated ideas clearly both written and orally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated the ability to work well in a team and with superiors, peers, and reporting staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated the ability to be customer focused.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The candidate expressed interest and excitement about the job; appeared motivated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated the ability to design innovative solutions and solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality: Did the candidate arrive at the interview on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professional Image: Displayed professional attire and image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confidence/Judgement and maturity: good eye contact, direct and specific answers, good questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stamina: General vitality, ability to concentrate, alertness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compatibility with firm, manager, peers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:	Overall Comments: