

Candidate Interview Evaluation Form

Position:

Candidate Name:

Interviewer/s Name/s:

Interview Date:

Based on the interview, please evaluate the candidate's qualifications for the position listed above. In each section, space is provided to write additional job specific comments. If one of the questions does not apply to the position, please write N/A in the comment section.

Education / Training - The candidate has the necessary education and/or training required by the position.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

Work Experience - The candidate has prior work experience that is related to the position.

- Extensive experience
- Meets requirements
- Not related but transferable skills
- No prior experience

Comments:

Skills (Technical) The candidate demonstrated to your satisfaction that he/she had the necessary technical skills to perform the job successfully.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

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Supervising Others - The candidate demonstrated to your satisfaction that he/she had the necessary experience in supervising or managing other employees to perform the job successfully.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

Leadership Skills - The candidate demonstrated to your satisfaction that he/she had the necessary leadership skills to perform the job successfully.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

Interpersonal Skills - Communication: articulates ideas clearly both written and orally.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

Teamwork - Demonstrated the ability to work well in a team and with superiors, peers, and reporting staff.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

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Time Management - Demonstrated the ability to manage time independently and work efficiently.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

Customer Service - Demonstrated the ability to be customer focused.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

Motivation for the Job - The candidate expressed interest and excitement about the job.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

Problem Solving - Demonstrated the ability to design innovative solutions and solve problems.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

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Skills Needed -List skills needed specific to the job you are filling. Demonstrated the ability to:

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

Overall Recommendation

- Highly recommend
- Recommend
- Need clarification of qualifications
- Do not recommend

Comments:

Next Action: