

**CANDIDATE EVALUATION**

POSITION APPLIED FOR \_\_\_\_\_ DATE \_\_\_\_\_

CANDIDATE NAME \_\_\_\_\_

INTERVIEWER NAME \_\_\_\_\_ TITLE \_\_\_\_\_

INTERVIEW TYPE:     1<sup>st</sup> Interview     2<sup>nd</sup> Interview     Promotion     Other

**Rate the candidate in each interview area. Put that number in the rating box.**

**KNOWLEDGE OF JOB**                      RATING

0 No knowledge evident.  
1 Less than we would prefer.  
2 Meets our requirements for hiring.  
4 Exceeds our expectations of average candidates.  
5 Thoroughly versed in job and very strong in associated areas.

**INTEREST IN POSITION**                      RATING

0 Showed no interest.  
1 Some lack of interest.  
2 Appeared genuinely interested.  
3 Very interested. Prefers type of work applied for.  
4 Totally absorbed with job content.

**EXPERIENCE**                                      RATING

0 None for this job; no related experience either.  
1 Would prefer more for this job.  
2 Adequate for job applied for.  
3 Totally experienced in job.  
4 Strong experience in all related areas.

**MOTIVATION TO SUCCEED**                      RATING

0 None exhibited.  
1 Showed little interest in advancement.  
2 Average interest in advancement.  
3 Highly motivated. Strong desire to succeed.  
4 Extremely motivated. Strong desire to advance

**COMPREHENSION**                                      RATING

0 Did not understand many points and concepts  
1 Missed some ideas or concepts  
2 Understood most new ideas and skills discussed.  
3 Grasped all new points and concepts quickly.  
4 Extremely sharp. Understood subtle points and underlying motives

**POISE AND CONFIDENCE**                      RATING

0 Extremely distracted and confused. Displayed uneven temper.  
1 Sufficient display of confusion or loss of temper to interfere with job performance.  
2 Sufficient poise and confidence to perform job.  
3 No loss of poise during interview. Confidence in ability to handle pressure.  
4 Displayed impressive poise under stress. Appears unusually confident and secure.

**COMMUNICATION**                                      RATING

0 Could not communicate. Will be severely impaired in most jobs.  
1 Some difficulties. Will detract from job ability.  
2 Adequate for job.  
3 More than sufficient for job.  
4 Outstanding ability to communicate.

**OVERALL INTERVIEW RATING**

**NEXT ACTION**     Recommend for Hire     Additional Interview     No Further Interest     Other Action

INTERVIEWER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_