**CANDIDATE INTERVIEW EVALUATION**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Interviewed for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scoring**

Candidate evaluation forms are to be completed by the interviewer to rank the candidate’s overall qualifications for the position. Under each heading the interviewer should give the candidate a rating and write specific job related comments in the space provided. The rating system is based on the following:

Exceptional Above Average Average Satisfactory Unsatisfactory

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1. **Educational Background –** Does this candidate have the appropriate/minimum required educational qualifications or training for this position? (if high school diploma is minimum requirement, do not discredit candidate because they have diploma versus college degree)

Rating: Exceptional Above Average Average Satisfactory Unsatisfactory

Comments:

1. **Prior Work Experience –** Has the candidate developed the necessary skills or qualifications relevant to the position through past work experiences?

Rating: Exceptional Above Average Average Satisfactory Unsatisfactory

Comments:

1. **Technical Qualifications/Experience –** Does the candidate have the required technical skills necessary for this position?

Rating: Exceptional Above Average Average Satisfactory Unsatisfactory

Comments:

1. **Communication Skills –** Rate the candidate’s communication skills during the interview.

Rating: Exceptional Above Average Average Satisfactory Unsatisfactory

Comments:

1. **Enthusiasm/Attitude –** Did the candidate express enthusiasm and interest in the position throughout the interview?

Rating: Exceptional Above Average Average Satisfactory Unsatisfactory

Comments:

1. **Customer Service Skills –** Did the candidate demonstrate the knowledge, skills, and abilities to create a positive customer experience necessary for this position?

Rating: Exceptional Above Average Average Satisfactory Unsatisfactory

Comments:

1. **Job Specific Experience (e.g., administrative and budgetary experience, financial planning, staff supervision, management of resources) –** Does the candidate demonstrate the knowledge of the areas necessary for this position?

Rating: Exceptional Above Average Average Satisfactory Unsatisfactory

Comments:

1. **Leadership Ability/Teambuilding/Interpersonal Skills –** Did the candidate demonstrate thorough answers, a positive overall demeanor, and good team-building and interpersonal skills?

Rating: Exceptional Above Average Average Satisfactory Unsatisfactory

Comments:

1. **Overall Evaluation –** Final comments and recommendations for proceeding with this candidate.

Rating: Exceptional Above Average Average Satisfactory Unsatisfactory

Comments:

1. **Recommendation**

Hire Consideration Do Not Hire Better Qualified for Another Role