INTERVIEW – CANDIDATE EVALUATION FORM

Evaluate as they relate to the requirements of the position

Interview Date _____ Name of Candidate _____

Position _____ Department _____

EDUCATION

☐ Excellent

☐ Meets Job Requirements

☐ Does Not Meet Job Requirements

☐ Not Applicable for this Position

Comments: _____
_____
_____
_____

JOB EXPERIENCE

☐ Excellent

☐ Meets Job Requirements

☐ Does Not Meet Job Requirements

☐ Not Applicable for this Position

Comments: _____
_____
_____
_____

TECHNICAL SKILLS

☐ Excellent

☐ Meets Job Requirements

☐ Does Not Meet Job Requirements

☐ Not Applicable for this Position

Comments: _____
_____
_____
_____

INTERPERSONAL SKILLS

☐ Excellent

☐ Meets Job Requirements

☐ Does Not Meet Job Requirements

☐ Not Applicable for this Position

Comments: _____
_____
_____
_____

OVERALL RATING

☐ Excellent

☐ Meets Job Requirements

☐ Does Not Meet Job Requirements

☐ Not Applicable for this Position

Comments: _____
_____
_____
_____

Must be completed and returned to the Office of Human Resources