

INTERVIEW EVALUATION FORM

APPLICANT'S NAME: _____

DATE: _____

POSITION: _____

Interview #: _____

INTERVIEWER: _____

1. Appearance:

Unsuitable for Position Less than Average Average Better than Average Excellent

2. Friendliness:

Difficult to Engage Friendly, but Reserved Outgoing, warm Engages in Conversation Easily

3. Bearing:

Nervous, Ill at Ease Tense, Hesitant Nervous, Confident Relaxed, Confident Calm & In Control

4. Personality:

Unsuitable Suitable Desirable for Position Outstanding, Excellent Fit for Position

5. Communication:

Limited Speaks Only Trouble Expressing Expresses Thoughts Rambles or Communicates Extremely
when Spoken Thoughts but Not Sufficiently Speaks Too Sufficiently Good
To Much Communication

6. Attentive:

Difficulty in understanding Average Very Attentive but Very Attentive, Extremely Attentive,
Points, Attention Wanders Ability Difficulty Quick to Anticipated Course
Comprehending Comprehend of Interview

7. Knowledge of Position Applied for:

Poor to None Some Average More than Average Excellent Knowledge of Position

8. Work Experience:

None for the Position Applied for Limited Experience Adequate Experience Related to Position
Applied for

9. Motivation:

Not Motivated Somewhat Motivated Average Motivation Very Motivated, Works Hard
to Achieve Goals

10. Suitability:

Suitability Suitable, but Below Average Average Suitable Well-Suited

11. Attitude:

Rude Uninterested Knows it All Fair Good Great

RECOMMENDATION:

Should this applicant be considered for another interview?

Yes No Hired

Would you recommend this person for employment elsewhere in the Agency?

Yes No N/A

ADDITIONAL COMMENTS:

Strengths:

Needs:

Questions/Concerns:

Overall Impression: