

POSITION APPLIED FOR _____ DATE _____

CANDIDATE NAME _____

INTERVIEWER NAME _____ TITLE _____

INTERVIEW TYPE: 1st Interview 2nd 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 _____