

Georgia Regents University  
Human Resources – Employment  
**Individual Interview Evaluation Sheet**

Position Title: \_\_\_\_\_ Position #: \_\_\_\_\_ Date of interview: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_ Education Level: \_\_\_\_\_  
 Years of relevant work experience: \_\_\_\_\_

List the selection criteria based on the position announcement using the following scale:  
**5=Clearly Outstanding 4=Excellent 3=Satisfactory 2=Some Deficiencies 1=Unsatisfactory**

<b>(1) Evaluation of applicant's potential to perform in the position.</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1.	<input type="checkbox"/>				
2.	<input type="checkbox"/>				
3.	<input type="checkbox"/>				
4.	<input type="checkbox"/>				
5.	<input type="checkbox"/>				
6.	<input type="checkbox"/>				
7.	<input type="checkbox"/>				
8.	<input type="checkbox"/>				
9.	<input type="checkbox"/>				
10.	<input type="checkbox"/>				

<b>(2) Applicant's work interest and career direction.</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
1. Interest in our institution:	<input type="checkbox"/>					
2. Interest in Position:	<input type="checkbox"/>					
3. Clarity of Career Goals:	<input type="checkbox"/>					

<b>(3) Other attributes assessed during the interview.</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Appearance (appropriately dressed):	<input type="checkbox"/>					
Communication skills:	<input type="checkbox"/>					
Enthusiasm for Position applied for:	<input type="checkbox"/>					
Interpersonal Skills:	<input type="checkbox"/>					

<b>(4) Evaluation result (average point)</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Recommendation for Hire:	<input type="checkbox"/>					

**(5) Additional comments:**

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_