



Human Resources Department

Interview Evaluation Form

Applicant Name: _____ Interview Date: _____

Position Interviewing For: _____ Job Number: _____

Please check the appropriate rating for each of the categories below:

	O	Above	Sat.	Below	Unsat	Explanation:
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job Related Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Education/Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collaborative/Team Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adaptability/Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment to SWAT Values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment to Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Rating Category	Standard
Outstanding	Applicant has performed similar functions very well and met high performance standards for similar functions. Exceeds level required for job.
Above Satisfactory	Applicant has successfully performed the function in the past and demonstrated record of performance that meets the level required for job.
Satisfactory	Applicant has successfully performed the function or related activities in the past, and expresses a willingness to do so.
Below Satisfactory	Applicant does not suggest ability to perform the function. However, he/she expresses willingness to do so.
Unsatisfactory	Applicant has been unsuccessful with similar functions or states an unwillingness to perform function.

Interviewer's Notes:

Interviewer Name: _____ (Print) _____ (Signature)

Recommendation: ☐ Offer/Hire ☐ Hold ☐ Not Interested