



Employment Interview Assessment Forms

MANAGEMENT LEVEL POSITION

Candidate's Name: _____ Date: _____ Interviewer: _____

RATING SCORE: 1 – 4 (1 = Marginal → 4 = Superior)

I. <u>LEADERSHIP:</u>	WEIGHT 35%	RATING 1 – 4	RATING X WEIGHT	MAX. SCORE
• Visionary/Strategic Thinker		3	26	
• Thinking “Out of the Box”		2	18	
• Change Agent		3	26	
• Planning		3	26	
• Ability to Influence		2	18	
	Subtotal	13	114	175

II. <u>BUSINESS KNOWLEDGE/EXECUTION:</u>	25%			
• Technical/Requisite Skills		3	19	
• Execution (Quality/Cost/Delivery)		4	25	
• Leads/Champions Best Practices		1	6	
• Industry Knowledge/Experience		3	19	
• Management/Business Acumen		3	19	
	Subtotal	14	88	125

III. <u>HUMAN CAPITAL MANAGEMENT:</u>	25%			
• Eye for Talent		3	19	
• Assess and Develop Talent		2	12.5	
• Motivation Techniques		4	25	
• Retention Techniques		1	6	
• Delegation/Empowerment		2	12.5	
	Subtotal	12	75	125

IV. <u>PERSONAL ATTRIBUTES:</u>	15%			
• Leadership Presence		3	11	
• Personal Demeanor/Team Player		3	11	
• Passion/Dynamics		4	15	
• Ability to Express a Point/Communications		3	11	
• Innovative		2	7.5	
• Past Career Progression		3	11	
	Subtotal	18	66.5	90

Total Individual Score =	57		410	515
Total Weight = 100% Rating X Weight Score = (Rating Score divided by 4 X Weight)				

Interviewer Comments:

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Employment Interview—Quantitative Evaluation Form

Candidate's Name: _____ Interviewer: _____

Position Applied for: _____ Date: _____

Selection Criteria	Not Acceptable (0)	Fair (1)	Acceptable (2)	Exceeds (3)	Exceptional (4)
Trend of Performance and Professional Growth					
Problem Solving and Analytical Skills					
Requisite Skills for Position					
Education					
Experience as it Relates to our Industry					
Ability to Express Oneself					
Personal Characteristics – Attitude, Appearance, and Personality					
Self Confidence and Business Maturity					
Cultural Fit					
Leadership/Management Skills					
Organizational and Communications Skills					
Capacity for Future Development					

Overall Score (Total Points): _____

<24 points = Recommend as a No Hire	24 to 32 points = Recommend as an Adequate Hire
>32 points = Recommend as a Top-Grade hire	

Recommendation to Hire: Yes _____ No _____

Other Recommendations: _____

Interviewer's Comments and Reasons Supporting Recommendation:

Please return completed form to Human Resources as soon as possible after the interview.



Employment Interview—Numerical Evaluation Form

Candidate Name: _____ Interviewer: _____

Position Applied for: _____ Date: _____

	<u>Max. Score</u>	<u>Applicant Score</u>
A. Technical Background	70	
1. Software Engineering Experience (including 5+ years in programming)	(20)	
2. Structure Software Development Methodologies Knowledge	(10)	
3. Software Design Process Knowledge	(10)	
4. Software Product Completion Experience (including timely completion; software quality; testing and integration; software support after delivery)	(10)	
5. Real-Time Operating System and DOS/Unix based Platform	(10)	
6. Software Development Tools Experience/Knowledge (source code configuration, CASE, debuggers, compilers, linkers, PVCS a plus)	(10)	
B. Management Experience/Skills	60	
1. Software Management Skills and Experience (including staffing, motivating, mentoring, coaching, training, and development)	(30)	
2. Project Scheduling and Budget Experience (MS, Project a Plus)	(10)	
3. Software Problem Reporting Management	(10)	
4. Interdepartmental Experience Working with Marketing, Hardware and Systems Engineering, Manufacturing and Program Management	(10)	
C. Personal Dynamics	70	
1. Team Player	(10)	
2. Adaptable to Company's Environment	(10)	
3. Communication Skills	(15)	
4. Energy Level/Motivation to Get Things Done	(10)	
5. Mental Prowess	(10)	
6. Problem Solving Capabilities	(5)	
7. Leadership Qualities	(10)	
Total Score:	200	

(Insert Total Applicant Score.)

Recommendation to Hire: Yes _____ No _____

Other Recommendations: _____

Interviewer's Comments and Reasons Supporting Recommendation:

Please return completed form to Human Resources as soon as possible after the interview.

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