



### Applicant Interview Evaluation Form

*Evaluate as they relate to the requirements of the position*

Must be **completed, signed and returned** to the Office of Human Resources

Interview Date \_\_\_\_\_

Name of Interviewee \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

**EDUCATION**

- Excellent
- Meets Job Requirements
- Does Not Meet Job Requirements
- Not Applicable for this Position

Comments:
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**JOB EXPERIENCE**

- Excellent
- Meets Job Requirements
- Does Not Meet Job Requirements
- Not Applicable for this Position

Comments:
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**TECHNICAL SKILLS**

- Excellent
- Meets Job Requirements
- Does Not Meet Job Requirements
- Not Applicable for this Position

Comments:
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**INTERPERSONAL SKILLS**

- Excellent
- Meets Job Requirements
- Does Not Meet Job Requirements
- Not Applicable for this Position

Comments:
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**OVERALL RATING**

- Excellent
- Meets Job Requirements
- Does Not Meet Job Requirements
- Not Applicable for this Position

Comments:
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\_\_\_\_\_  
*Interviewer name: print, date*

\_\_\_\_\_  
*Interviewer name: sign, date*