

INTERVIEW EVALUATION FORM

Applicant Name:

Position Applied For:

Div / Dept:

Date:



Candidate evaluations forms are to be completed by the interviewer to assess the candidates overall qualifications for the position to which they have applied. Under each heading the interviewer should give the candidate a qualification.

1- Excellent 2- Meet Job Requirements 3- Does Not Meet Job Requirements 4- Not Applicable For This Position

First Interview

Second Interview

Third Interview

Title:

Title:

Title:

Date:

Date:

Date:

1 2 3 4

1 2 3 4

1 2 3 4

Bilingual

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

Smile

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

Motivation

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

Initiative

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

Determination

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

Friendliness

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

Knowledge Of The Company

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

Teambuilding Skills

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

Technical Qualifications

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

Relevant Job Experience

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

For H.R. Dept Use Only

Recommendations

I have reviewed the following with this candidate:

Position ☐

Bonus / Commission Plan ☐

Hourly / Salary Rate ☐

Schedule ☐

I'd hire this candidate Yes or No ☐

Interviewer's Signature

I have reviewed the following with this candidate:

Position ☐

Bonus / Commission Plan ☐

Hourly / Salary Rate ☐

Schedule ☐

I'd hire this candidate Yes or No ☐

Interviewer's Signature

I have reviewed the following with this candidate:

Position ☐

Bonus / Commission Plan ☐

Hourly / Salary Rate ☐

Schedule ☐

I'd hire this candidate Yes or No ☐

Interviewer's Signature