

CANDIDATE INTERVIEW EVALUATION FORM

Candidate Name:	Job Title:		
Date of Interview:	Interviewer Name:		
Competency	Candidate Rating *		Job Relevancy
Communication: Candidate expresses thoughts clearly in writing and verbally; projects positive manner in all forms of communication; responds diplomatically.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
Problem Solving/ Decision Making: Candidate demonstrates ability to make decisions; involves others as appropriate; demonstrates ability to resolve issues.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
Building Trust: Candidate demonstrates ability to keep commitments and meet deadlines; exhibits integrity and honesty with colleagues and customers; demonstrates ability to be open to views of others; takes responsibility for own actions in a conflict resolution.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
Conflict Resolution: Candidate demonstrates ability to resolve conflict with person directly involved; demonstrates active listening skills; focuses on conflict resolution, not blame.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
Teamwork: Candidate demonstrates ability to work as part of a team; seeks the perspective and expertise of others; looks for opportunities to support others on team.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
Student/Customer Service Oriented: Candidate demonstrates strong customer service orientation with the ability to provide clear consistent information and service; demonstrates ability to handle difficult customers; delivers service in a timely and professional way.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
Work Experience Rating: Does candidate possess experience directly related to the position?			
<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong			
Describe candidate's work experience as it relates to the position.			
Job Knowledge, Skills and Abilities (KSA's) Rating:			
<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong			
Describe candidate's job knowledge, skills, and abilities (KSA's) as it relates to the position.			
Describe candidate's unique skills important for the position/department.			
Overall Assessment:			
<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong			

***Weak:** Candidate did not meet the minimum expectations **Average:** Candidate meets the minimum expectations **Strong:** Candidate exceeds minimum expectations