Institute Evaluation Form

Candidate Interview Evaluation Form

Name of Candidate: _____ Interviewer by): _____

Position Title: _____ Date of Interview: _____

Institute/ Department: _____

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview.

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

Educational Background – Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

Prior Work Experience – Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Research Direction- Is the research interest consistent with the strategic direction/area of expertise of the Centre/Institute

Rating: 1 2 3 4 5

Comments:

Communication Skills – How were the candidate's communication skills during the interview? Rating: 1 2 3 4 5 Comments:
Presentation- Promptness, neatness of resume/application, appearance. Rating: 1 2 3 4 5 Comments:
Achieving Goals and Research productivity- Potential for or evidence of being able to achieve the set criteria for the position. Rating: 1 2 3 4 5 Comments:
Candidate Enthusiasm – How much interest did the candidate show in the position? Rating: 1 2 3 4 5 Comments:
Overall Impression and Recommendation – Final comments and recommendations for proceeding with this candidate. Rating: 1 2 3 4 5 Comments:

Please provide any additional comments you have about this candidate (if any):

_____

_____

_____

_____

Based on your involvement in the above interview, do you believe this candidate is acceptable for the position?

Yes ☐ No ☐

Other comments?