

DRURY UNIVERSITY - INTERVIEW EVALUATION FORM

Name of Applicant: _____ Date: _____ Time: _____

Position: _____ Interviewer: _____

Rating Scale:

- 1 - Unsatisfactory (does not meet position's requirements)
- 2 - Satisfactory (fully meets position's requirements)
- 3 - Outstanding (exceeds position's requirements)

EXPERIENCE: How does the candidate's previous experience relate to the current position's essential duties and responsibilities?	
JOB KNOWLEDGE: How well does the candidate's working knowledge, skills, and abilities meet position's requirements?	
MOTIVATION: Does the candidate demonstrate initiative, economic drive, leadership, customer focus, and commitment?	
COMMUNICATION: Does the candidate present thoughts clearly, concisely, and with confidence?	
CHARACTER: Evaluate the candidate's sincerity, conscientiousness, responsibility, integrity, and persuasiveness.	
CAPABILITY: Does the candidate appear logical, decisive, poised, resourceful, and imaginative?	
GOALS: What is the likelihood that the candidate will feel fulfilled in this position?	
OVERALL POTENTIAL: How well does the candidate's background and experience suit the requirements for this position?	

COMMENTS: _____

Recommend for current opening? Yes ___ No ___
 Wish to have references checked on the applicant? Yes ___ No ___
 Recommend for future openings? Yes ___ No ___

Signature: _____

Date: _____