**Interview Candidate Evaluation Form**

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scoring**

The Candidate Evaluation form is to be completed by the interviewer to rank the candidates’ overall qualifications for the position to which they have applied. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The headings are derived from the Performance Appraisal criteria. The numerical rating system is based on the following:

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

**Job Knowledge**: Technical ability Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**Quality of Work**: Valuing excellence Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**Quantity of Work**: Meeting deadlines Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

Candidate Evaluation

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**Initiative & Innovation**: Motivation and creativity Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**Judgment/Decision Making**: Effective processing skills Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**Attendance/Reliability** Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**Customer Service**: Communication and interaction skills Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: