CANDIDATE INTERVIEW EVALUATION FORM

Candidate’s Name: ___________________________  Date: ___________________________

Interviewed By: _____________________________

__________________________________________

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:

Administrative and budgetary experience: financial planning, staff supervision, management of resources – Does the candidate demonstrate the knowledge of these areas necessary for this position?
Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?

Rating:  1  2  3  4  5

Comments:

Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?

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:

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:

Return evaluation form to:
Dean of Students Office
M088, Indiana Memorial Union