

INTERVIEW EVALUATION FORM

Applicant Name: _____ Position: _____

Personality, Manner, Attitude, and Impression

_____ x 3 = _____

Does the applicant make a good impression?

- 1 POOR: Does not project a good attitude nor make a good impression.
- 2 ACCEPTABLE: Projects a good attitude and impression.
- 3 VERY GOOD: Projects a warm, open, and accepting attitude and makes a very good impression.
- 4 OUTSTANDING: Has charisma, seems to attract others.

Human Relations

_____ x 4 = _____

How effective will the applicant be in working with others?

- 1 POOR: Seems unable to relate to others.
- 2 ACCEPTABLE: Indicates some ability to work with others.
- 3 VERY GOOD: indicates significant ability to understand others with different viewpoints.
- 4 OUTSTANDING: Indicates outstanding interpersonal relationship ability and perception.

Decision-making Skills and Judgment

_____ x 6 = _____

How effective will the applicant be in working with others?

- 1 POOR: Gives slow hesitant responses, gives unorganized, unacceptable responses.
- 2 ACCEPTABLE: Responses are somewhat organized and acceptable, but indicates a lack of maturity and good judgment.
- 3 VERY GOOD: Gives well organized thoughts which lead from judgment and common sense.
- 4 OUTSTANDING: Exceptional ability to organize thoughts and make decisions, which show evidence of sound judgment and common sense.

Motivation

_____ x 5 = _____

Is the applicant a self-starter?

- 1 POOR: Not a self-starter. Not able to motivate others.
- 2 ACCEPTABLE: Some ability to work without supervision and motivate others.
- 3 VERY GOOD: Significant ability to work without supervision and motivate others.
- 4 OUTSTANDING: Superior ability to work without supervision and motivate others.

Experience

_____ x 2 = _____

- 1 POOR: Limited work, volunteer, or organization experience.
- 2 ACCEPTABLE: Has demonstrated some work, volunteer, or organization experience.
- 3 VERY GOOD: Has significant work, volunteer, or organization experience.
- 4 OUTSTANDING: Has superior, work, volunteer, or organization experience.

INTERVIEW EVALUATION FORM

Overall Impression

- | | | |
|---|--------------|--------------------------------------|
| 1 | POOR: | Unimpressive. |
| 2 | ACCEPTABLE: | Acceptable Presentation, articulate. |
| 3 | VERY GOOD: | Very good presentation, articulate. |
| 4 | OUTSTANDING: | Exceptionally clear and impressive. |

_____ x 5 = _____

Total Score _____

NOTES:

DETERMINATION SCALE:

5	4	3	2	1
Definitely Hire	Hire	Maybe	Probably Not	Definitely Not

Interviewer Signature: _____

Date: _____