

## CANDIDATE INTERVIEW EVALUATION FORM

Candidate's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

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### 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

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**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?

Rating: 1 2 3 4 5

Comments:

**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: