

## APPLICANT INTERVIEW EVALUATION

Applicant Name:	Date:
Position Applied For:	Interviewer:

Candidate is:     Internal candidate         External candidate

Position is:     Managerial         Experienced Professional/Technical

Factory                 Entry-level Professional/Technical         Other

**Please keep specific requirements of position in mind and rate only those items that relate to position requirements.**

EDUCATION	Exceeds Requirements	Meets Requirements	Equivalent to Minimum	Below Minimum
<i>Comments:</i>				

WORK EXPERIENCE	Exceeds Requirements	Meets Requirements	Equivalent to Minimum	Below Minimum
<i>Comments:</i>				

JOB RELATED SKILLS	Excellent	Good	Average	Below Average	Poor
<i>Comments:</i>					

COMMUNICATION SKILLS	Excellent	Good	Average	Below Average	Poor
<i>Comments:</i>					

INITIATIVE	Excellent	Good	Average	Below Average	Poor
<i>Comments:</i>					

<b>INTERPERSONAL SKILLS</b>	Excellent	Good	Average	Below Average	Poor

Comments:

<b>COOPERATION</b> (apparent ability to get along with others. Is applicant a team player?)	Excellent	Good	Average	Below Average	Poor

Comments:

<b>REASON FOR CHANGING JOBS</b>	Better Pay	Restless	Location	Better Opportunity	Currently Unemployed	Other

Comments:

<b>OVERALL ASSESSMENT</b>	Excellent	Good	Average	Below Average	Poor

Recommended for Further Interview:  Yes  No      Recommended for Hire:  Yes  No

Additional Comments: \_\_\_\_\_  
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Interviewed by:	Date:
Job Title:	Reviewed by: