

Interview Evaluation

Name: _____

Position: _____

Technical competency:

Candidate's strongest skills are:

1. _____

2. _____

3. _____

Compared to our job needs, these strengths are:

___ Not important ___ Somewhat important ___ Important

Performance of technical skills at previous job:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Weaknesses or areas of concern: _____

Overall job knowledge:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Oral communication skills:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Written communication skills:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Organizational/planning abilities:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Managerial skills:

Describe candidate's supervisory style: _____

Rate style in relation to managing employees who will report to this person:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Computer skills:

Hardware experience: _____

Software experience: _____

Training needed: _____

Decision-making experience:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Interpersonal/customer skills:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Analytical abilities:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Work ethic:

___ Poor ___ Below average ___ Adequate ___ Good ___ Excellent

Personality:

Describe: _____

Asset for the job:

___ No ___ Yes ___ Most definitely

Comments: _____

Hiring rating:

___ Definitely not ___ Adequate with some reservations

___ Possible hire ___ Definitely hire

Explanation: _____

Signature: _____

Date: _____