

# JOB INTERVIEW EVALUATION FORM

**CANDIDATE NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SCORING BY** (Selection committee member's name): \_\_\_\_\_

*All applicants are expected to have an appropriate cover letter, resume, IECC application forms, 3 letters of recommendation, and transcripts (copies will work during applicant process).*

**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**

<b>CHARACTERISTICS/QUALIFICATIONS</b>	<b>Scoring</b>
<b>Educational Background</b> – Does the candidate have the appropriate educational qualifications?	
<b>Notes/Comments:</b>	
<b>Prior Work/Relevant Experience</b> – Has the candidate acquired necessary skills or qualifications through past work experiences?	
<b>Notes/Comments:</b>	
<b>Technical Qualifications/Experience</b> – Does the candidate have the technical skills necessary for this position?	
<b>Notes/Comments:</b>	
<b>Communication Skills</b> – Demonstrates the ability to effectively communicate information; Candidate responds well to questions posed and/or topic being discussed.	
<b>Notes/Comments:</b>	
<b>Problem Solving/Analytical Abilities</b> – Demonstrates ability to organize and articulate thoughts, information and ideas during the interview; demonstrates problem solving abilities.	
<b>Notes/Comments:</b>	
<b>Interpersonal</b> – Demonstrates ability to work effectively with others, resolve conflict issues, maintain a good working relationship with peers and manages; customer services skills.	
<b>Notes/Comments:</b>	
<b>Motivation/Achievement Oriented</b> - Articulates future goals, aspiration for success, drive and energy.	
<b>Notes/Comments:</b>	

<b>Ability to Learn</b> – Demonstrates interest in learning new technical information and developing new skills; willingness to take ownership for personal development	
<b>Notes/Comments:</b>	
<b>Leadership Ability</b> – Did the candidate demonstrate the leadership skills necessary for this position? (Responsible, Decisive, Self-reliant, Judgement)	
<b>Notes/Comments:</b>	
<b>Administrative and budgetary experience (financial planning, staff supervision, management of resources) if applicable to position</b> – Does the candidate Demonstrate the knowledge of these areas necessary for this position?	
<b>Notes/Comments:</b>	
<b>Manage Multiple Priorities</b> – Demonstrates an ability to work under pressure; deal with stress; achieve deadlines; produce results	
<b>Notes/Comments:</b>	
<b>Preparation for the Interview</b> – Candidate was prepared to answer questions; knowledgeable of the position and qualifications; asked questions relevant to the position	
<b>Notes/Comments:</b>	
<b>Direction/Goals</b> – Candidate has well-defined goals, confidence in abilities, realistic and practical	
<b>Notes/Comments:</b>	
<b>Appearance</b> - Candidate was dressed appropriately for the interview; presented good posture, manners, etc.	
<b>Notes/Comments:</b>	
<b>Overall Evaluation</b> – Final Comments and recommendation for proceeding with this candidate.	
<b>Notes/Comments:</b>	

**Candidate's Strengths:**

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**Candidates Weaknesses:**

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**Please provide any additional comments you have about this candidate:** \_\_\_\_\_

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