

Appendix 13: Interview Evaluation Form

Interviewer Name: _____ Date: _____

Candidate Name: _____ Position: _____

Rating System: To be completed by the interviewer to rank the candidate's overall qualifications for the position to which he/she has applied. Under each heading, give the candidate a numerical rating and write job-related comments in the space provided. Rating is based on the following:

1 - Unsatisfactory 2 - Below Average 3 - Average 4 - Above Average 5 - Exceptional

	1	2	3	4	5
<p>Educational Background: Does the candidate have the appropriate educational qualifications or training for this position? <i>Comments:</i></p>					
<p>Work Experience: Does the candidate possess the necessary skills or qualifications through past work experiences? <i>Comments:</i></p>					
<p>Technical Experience/Qualifications: Does the candidate have the technical skills necessary for this position? <i>Comments:</i></p>					
<p>Communication: Did the candidate demonstrate effective communication skills during the interview? <i>Comments:</i></p>					
<p>Ambition: Did the candidate show ambition for the position? <i>Comments:</i></p>					
<p>Knowledge of Company: Did the candidate show evidence of having researched the company prior to the interview? <i>Comments:</i></p>					