

INTERVIEW EVALUATION FORM

This form is used by the personnel conducting the interviews to evaluate the candidate and record responses. Interviewers use the same form and record their impressions of the candidate's responses.

1. Identify the attributes, skills, and competencies desired for the position.
2. Determine the required minimum level of the attributes, skills, and competencies.
3. Develop specific behavior-based interview questions that will be used to evaluate the candidate's attributes, skills, and competencies.

After the interviews have been completed, each interviewer summarizes his/her results and compares the results with the other interviewers.

Position: _____ **Candidate Name:** _____

Interviewer Name: _____ **Interview Date:** _____

Based on the interview, please evaluate the candidate's qualifications for the position listed above. In each section, space is provided to write additional job-specific comments.

Interview Question:

Attribute, Skill, Or Competency: Example: Teamwork.			
Question: Tell us about a time you worked on a team where the team members had competing priorities. How did the teamwork through that?			
Minimum Qualification or Requirement			
Does Not Meet Requirements	Needs Some Improvement	Meets Requirements	Exceeds Requirements
0	1	2	3
Comments:			