

Interview Evaluation Form

Name of Candidate: _____ Date: _____

Name of Interviewer: _____

Directions:

Evaluate the Candidate using the criteria listed below. For each item, rate their performance on a scale from **Excellent** to **Needs Work** with any additional comments at the bottom of this form.

Interview Criteria	Rating			
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	Excellent	Good	Satisfactory	Needs Work
1. Eye Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Voice Level and Clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Posture and Body Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Positive Attitude and Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Self-confidence and Comfort Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Answers are Smooth (Sentences flow and no rambling)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Good Answers to Questions Asked (Positive comments & specific examples)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Discusses Strengths, Skills and Abilities Related to the Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Closes the Interview in a Positive Manner (Restates key points & asks about next steps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Overall Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes and Comments:


