

POSITION APPLIED FOR \_\_\_\_\_

DATE INTERVIEWED \_\_\_\_\_

**CANDIDATE**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**INSTRUCTIONS**

Rate the applicant for each competency. Put the corresponding number in the box marked "rating". When you have entered a rating for each competency, total your score and enter the total in the box marked "total overall rating." Use the numerical ratings listed for the applicant by all interviewers to assist in making your hiring decisions.

**KNOWLEDGE OF JOB** RATING

0 No knowledge evident.  
 1 Less than we would prefer.  
 2 Meets our requirements for hiring.  
 3 Exceeds our expectations of average candidates.  
 4 Well versed in job & strong in associated areas.

**INTEREST IN POSITION** RATING

0 Showed no interest.  
 1 Some lack of interest.  
 2 Appeared genuinely interested.  
 3 Very interested. Prefers type of work applied for.  
 4 Totally absorbed with job content.

**EXPERIENCE** RATING

0 None for this job; no related experience either.  
 1 Would prefer more for this job.  
 2 Adequate for job applied for.  
 3 Totally experienced in job.  
 4 Strong experience in all related areas.

**MOTIVATION TO SUCCEED** RATING

0 None exhibited.  
 1 Showed little interest in advancement.  
 2 Average interest in advancement.  
 3 Highly motivated. Strong desire to succeed.  
 4 Extremely motivated. Strong desire to advance.

**COMPREHENSION** RATING

0 Did not understand many points and concepts.  
 1 Missed some ideas or concepts.  
 2 Understood most new ideas and skills discussed.  
 3 Grasped all new points and concepts quickly. Extremely sharp. Understood subtle points and underlying motives.  
 4

**POISE AND CONFIDENCE** RATING

0 Extremely distracted and confused. Displayed uneven temper.  
 1 Sufficient display of confusion or loss of temper to interfere with job performance.  
 2 Sufficient poise and confidence to perform job.  
 3 No loss of poise during interview. Confidence in ability to handle pressure.  
 4 Displayed impressive poise under stress. Appears unusually confident and secure.

**COMMUNICATION** RATING

0 Could not communicate. Will be severely impaired in most jobs.  
 1 Some difficulties. Will detract from job ability.  
 2 Adequate for job.  
 3 More than sufficient for job.  
 4 Outstanding ability to communicate.

**OVERALL RATING**   
 Maximum = 28 points

INTERVIEWER COMMENTS \_\_\_\_\_

\_\_\_\_\_

**NEXT ACTION**     Recommend for Hire     Additional Interview(s)     No Further Interest  
 Other Actions \_\_\_\_\_

**INTERVIEWER SIGNATURE** \_\_\_\_\_