



Executive Search Associates
Bringing Talented People Together

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Interview Evaluation

Interviewer _____ Date _____

Person Interviewed _____ Position _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position to which he or she has applied. 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 - Below Average 1 - Unsatisfactory

Educational Background: Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

Prior Work Experience: Has the candidate acquired similar skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications/Experience: Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Verbal Communication: How were the candidate's communication skills during the interview? Answers were specific and clear?

Rating: 1 2 3 4 5

Comments:

Candidate Enthusiasm: How much interest did the candidate show in the position and the company?

Rating: 1 2 3 4 5

Comments:

Knowledge of Company: Did the candidate research the company prior to the interview?

Rating: 1 2 3 4 5

Comments

Teambuilding/Interpersonal Skills: Did the candidate demonstrate, through his or her answers, good teambuilding/interpersonal skills? Ability to mentor and grow a team?

Rating: 1 2 3 4 5

Comments

Initiative: Did the candidate demonstrate, through his or her answers, a high degree of initiative?

Rating: 1 2 3 4 5

Comments

Time Management: Did the candidate demonstrate, through his or her answers, good time management skills?

Rating: 1 2 3 4 5

Comments:

Customer Service: Did the candidate demonstrate, through his or her answers, a high level of Patient focus, internal customer service skills/abilities?

Rating: 1 2 3 4 5

Comments

Overall Impression and Recommendation: Final comments and recommendations for proceeding with the candidate.

Rating: 1 2 3 4 5

Comments: