



# CANDIDATE EVALUATION FORM

Candidate Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Interviewer: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name

An Interview Evaluation Form is to be completed by each interviewer to rank the candidate qualifications. An X should be placed in the box for the rating of each category. Job related comments should be included in the comment section. Each category should be rated based on the following:

1 = Unsatisfactory    2 = Satisfactory    3 = Average    4 = Above Average    5 = Exceptional

For the category not relevant for the position, please include "not applicable for this position" in the Comments section.

Skills	Rating					Comments
	1	2	3	4	5	
Educational qualifications and/or training						
Technical skills (computer, filing, office machines, etc.)						
Relevant job experience (worked in related field)						
Teambuilding (demonstrate ability to work with others)						
Time management skills						
Written communications (review resume and cover letter)						
Verbal communications (demonstrate the ability to effectively communicate information)						
Supervisory experience (demonstrate problem solving skill, manage multiple jobs)						
<b>Presentation</b>						
Professionalism (dress, eye contact)						
Grooming						
Body language						
Attitude						
Motivation						
<b>General</b>						
Strengths						
Weaknesses						
Knowledge of Organization						
Knowledge of field (TRiO, TV production and business)						
<b>TOTAL</b> (add the number of boxes checked for each column)						
<b>TOTAL SCORE</b> _____ (add the total columns together)						
Summary of Evaluation (final comments and recommendation for hire):						
<input type="checkbox"/> Hire <input type="checkbox"/> Reject <input type="checkbox"/> Retain for future consideration						

Interviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Administrator: \_\_\_\_\_ Date Received: \_\_\_\_\_