

# CANDIDATE EVALUATION

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

**Client Company** \_\_\_\_\_

**CANDIDATE NAME** \_\_\_\_\_

**INTERVIEWER NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**INTERVIEW TYPE:**      **1<sup>st</sup> Interview**                  **2<sup>nd</sup> Interview**                  **Promotion**                  **Other**

**INSTRUCTIONS**

Rate the candidate in each interview area. Put that number in the rating box.

**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 Thoroughly versed in job and very 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 any 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
- 4 Extremely sharp. Understood subtle points and underlying motives

**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 the job
- 5 Outstanding ability to communicate

**ADD ALL RATINGS**  
(Max Score 28)

**OVERALL**  
**INTERVIEW**  
**RATING**

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

**NEXT ACTION**                  Recommend for Hire                  Additional Interview                  No further Interest                  Other Action

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

**DATE** \_\_\_\_\_