Interview Evaluation Form

Job: _____   Applicant: _____   Date: _____

Rating Scale:
1. Candidate's qualifications along this dimension are not acceptable.
2. Candidate's qualifications along this dimension are minimally acceptable
3. Candidate's qualifications along this dimension are quite acceptable.
4. Candidate's qualifications along this dimension are very good but not superior.
5. Candidate's qualifications along this dimension are clearly superior.

Criteria/ Critical Skills	Job Tasks	Question	Rating	Comments
Word processing	Extensive reports	What are your word processing skills?	1 2 3 4 5	
Accuracy	Critical information; used widely in the company	Would you be willing to take a typing test?	1 2 3 4 5	
Interpersonal skills	Must relate to engineers/upper management, etc.	How do others usually describe you? How do you describe yourself as a worker? What would you do if you suspected information on a report you had to type was inaccurate?	1 2 3 4 5	
Etc.			1 2 3 4 5	