

Applicant Interview Form

Name of applicant: _____ Date: _____

General Interview Position Interview Job Title: _____

Interviewer: _____ Title: _____

Instructions: Carefully evaluate applicant's interview performance. Circle the rating to indicate the applicant's performance. Insert N/A in the circle if the rating category is not applicable. Assign points for each rating using the scale provided and write this number in the points box. Points will be totaled and averaged for an overall performance score.

5 – Outstanding: Applicant is exceptional. Is recognized as being far superior to others.

2 – Needs improvement: Applicant is Deficient or below standards required Of position.

4 – Very good: Applicant clearly exceeds Position requirements.

1 – Unsatisfactory: Applicant is generally Unacceptable.

3 – Good: Applicant is competent and Dependable. Meets standards of the position.

N/A: Not applicable.

General Factors	Rating	Supporting Details or Comments
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11 GENERAL EVALUATION FACTORS AVAILABLE UPON PURCHASE

Overall rating: Total Points _____ + Number of categories rated = Overall interview rating _____

Additional Comments: _____

Applicant is:
_____ A strong candidate _____ A possible candidate _____ Possible for other position
_____ Of no further interest _____ Other _____

Alternate position for which applicant may be considered: _____

Signature: _____ **Date:** _____