

APPLICANT: _____

JOB TITLE: _____

INTERVIEWER: _____

CLASS#: _____ DATE: _____

RECRUITER: _____

DEPARTMENT: _____

1-DOES NOT MEET ANY JOB QUALIFICATIONS.

2-BELOW AVERAGE JOB QUALIFICATIONS.

3-MEETS THE REQUIRED MINIMUM JOB QUALIFICATIONS.

4-ABOVE AVERAGE JOB QUALIFICATIONS.

5-SIGNIFICANTLY EXCEEDS JOB QUALIFICATIONS.

PROFESSIONAL IMPRESSION (IMPACT): 1 2 3 4 5

- *Manner/Self Expression*
- *Verbal/Non Verbal Communication*
- *Were they prepared?*

ABILITY TO RESPOND TO INTERVIEW QUESTIONS: 1 2 3 4 5

- *Responding appropriately*
- *Responding completely*

RELEVANCE OF WORK: 1 2 3 4 5

- *Skills and Competencies*
- *Job Stability*
- *How does job experience compare to the job-requirements?*

RELEVANCE OF TRAINING/EDUCATION: 1 2 3 4 5

- *Level of accomplishment/achievement*
- *How does their education relate?*
- *Does the training meet job requirements?*

MOTIVATION/INITIATIVE: 1 2 3 4 5

- *Career goals*
- *Why are they interested in this position?*
- *What did applicant know about position?*

RECOMMENDATION _____

AVERAGE INTERVIEWER RATING:
(see instructions on reverse)

SUMMARY STRENGTHS:

SUMMARY SHORTCOMINGS: