Interview Evaluation Form

Applicant Name: ____________________________ Position: ____________________________

Personality, Manner, Attitude, and Impression  
_______ x 3 = _______

Does the applicant make a good impression?

1  POOR:  Does not project a good attitude nor make a good impression.
2  ACCEPTABLE:  Projects a good attitude and impression.
3  VERY GOOD:  Projects a warm, open, and accepting attitude and makes a very good impression.
4  OUTSTANDING:  Has charisma, seems to attract others.

Human Relations  
_______ x 4 = _______

How effective will the applicant be in working with others?

1  POOR:  Seems unable to relate to others.
2  ACCEPTABLE:  Indicates some ability to work with others.
3  VERY GOOD:  Indicates significant ability to understand others with different viewpoints.
4  OUTSTANDING:  Indicates outstanding interpersonal relationship ability and perception.

Decision-making Skills and Judgment  
_______ x 6 = _______

How effective will the applicant be in working with others?

1  POOR:  Gives slow hesitant responses, gives unorganized, unacceptable responses.
2  ACCEPTABLE:  Responses are somewhat organized and acceptable, but indicates a lack of maturity and good judgment.
3  VERY GOOD:  Gives well organized thoughts which lead from judgment and common sense.
4  OUTSTANDING:  Exceptional ability to organize thoughts and make decisions, which show evidence of sound judgment and common sense.

Motivation  
_______ x 5 = _______

Is the applicant a self-starter?

1  POOR:  Not a self-starter. Not able to motivate others.
2  ACCEPTABLE:  Some ability to work without supervision and motivate others.
3  VERY GOOD:  Significant ability to work without supervision and motivate others.
4  OUTSTANDING:  Superior ability to work without supervision and motivate others.

Experience  
_______ x 2 = _______

1  POOR:  Limited work, volunteer, or organization experience.
2  ACCEPTABLE:  Has demonstrated some work, volunteer, or organization experience.
3  VERY GOOD:  Has significant work, volunteer, or organization experience.
4  OUTSTANDING:  Has superior, work, volunteer, or organization experience.
**INTERVIEW EVALUATION FORM**

<table>
<thead>
<tr>
<th>Overall Impression</th>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>POOR: Unimpressive.</td>
<td>_____</td>
</tr>
<tr>
<td>2</td>
<td>ACCEPTABLE: Acceptable Presentation, articulate.</td>
<td>_____</td>
</tr>
<tr>
<td>3</td>
<td>VERY GOOD: Very good presentation, articulate.</td>
<td>_____</td>
</tr>
<tr>
<td>4</td>
<td>OUTSTANDING: Exceptionally clear and impressive.</td>
<td>_____</td>
</tr>
</tbody>
</table>

Total Score: _____

NOTES:

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DETERMINATION SCALE:

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitely Hire</td>
<td>Hire</td>
<td>Maybe</td>
<td>Probably Not</td>
<td>Definitely Not</td>
</tr>
</tbody>
</table>

Interviewer Signature: ________________________________

Date: ________________