

**Interview Evaluation Form**

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| **Candidate Name:** |  |
| **Job Title:** |  |
| **Date of Interview**: |  |
| **Name(s) of Evaluator(s) Providing Feedback on this Form:** |  |
| **Name(s) of Interview Panel**: |  |

Please provide quantitative and qualitative responses. The categories below are designed to measure experience, skills, knowledge, and work style to assist you in determining the most qualified candidate for the position, as well as provide respectful and constructive feedback to the candidates.

Use the rating scale as follows to summarize the results of the interview:

**(1) Unsatisfactory; (2) Satisfactory; (3) Excellent; and (4) Outstanding**

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| **Category** | **Rating** | **Comments / Notes** |
| **Relevant Education**: Academic background meets requirements for position. |  |  |
| **Related Experience**: Relevant technical, administrative, financial, or managerial experience. |  |  |
| **Training/Skills**: Appropriate computer skills, foreign languages, or other related skills (as required). |  |  |
| **Communication Skills:** Interviewee **c**ommunicates in a clear and articulate manner. |  |  |
| **Professional Appearance, Conduct, and Attitude** |  |  |
| **Job Enthusiasm and Compatible Career Goals** |  |  |
| **Overall Final Score (Rating of 1 to 4)** |  |  |

**Recommendation (circle one): Hire Pass Review Further**

**Notes:**