

# Employment Interview

Name of Applicant: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

General Interview     Position Interview    Job Title : \_\_\_\_\_

This is:    1st Interview     2nd Interview     3rd Interview

Interviewer: \_\_\_\_\_ Title: \_\_\_\_\_

Department Manager/Supervisor (if applicable): \_\_\_\_\_ Title: \_\_\_\_\_

**Instructions:** Carefully evaluate applicant's interview performance. Check rating box to indicate the applicant's performance. Indicate N/A in the points box 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 at the end of the interview to determine an appropriate rating for the candidate.

- |   |  |
|---|--|
| <b>O - Outstanding</b> - Applicant is exceptional. Is recognized as being far superior to others. | <b>I - Improvement Needed</b> - Applicant is deficient or below the standards required of the job. |
| <b>V - Very Good</b> - Applicant clearly exceeds position requirements.                           | <b>U - Unsatisfactory</b> - Applicant is generally unacceptable.                                   |
| <b>G - Good</b> - Applicant is competent and dependable. Meets standards of the job.              |  |

GENERAL FACTORS	RATING	SCALE		SUPPORTIVE DETAILS OR COMMENTS
1. <b>Communication Skills</b> -The extent to which the applicant can communicate effectively (e.g. How well does the applicant respond to questions during the interview process)	<b>O</b> <input type="checkbox"/>	5 pts	Points <input style="width: 40px; height: 40px;" type="text"/>	_____
	<b>V</b> <input type="checkbox"/>	4 pts		_____
	<b>G</b> <input type="checkbox"/>	3 pts		_____
	<b>I</b> <input type="checkbox"/>	2 pts		_____
	<b>U</b> <input type="checkbox"/>	1 pts		_____
2. <b>Motivation</b> -The extent to which the applicant appears to have a true desire to work and has an interest in the position.	<b>O</b> <input type="checkbox"/>	5 pts	Points <input style="width: 40px; height: 40px;" type="text"/>	_____
	<b>V</b> <input type="checkbox"/>	4 pts		_____
	<b>G</b> <input type="checkbox"/>	3 pts		_____
	<b>I</b> <input type="checkbox"/>	2 pts		_____
	<b>U</b> <input type="checkbox"/>	1 pts		_____
3. Overall Impression-The extent to which the applicant's overall appearance, manners, motivation and communication skills are relevant to the job.	<b>O</b> <input type="checkbox"/>	5 pts	Points <input style="width: 40px; height: 40px;" type="text"/>	_____
	<b>V</b> <input type="checkbox"/>	4 pts		_____
	<b>G</b> <input type="checkbox"/>	3 pts		_____
	<b>I</b> <input type="checkbox"/>	2 pts		_____
	<b>U</b> <input type="checkbox"/>	1 pts		_____

## OVERALL INTERVIEW PERFORMANCE SCALE

Total Points 
  
**Good 15-10**  
**Average 10-5**  
**Below Average 5 & below**

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_