

INTERVIEW EVALUATION FORM A4 TEMPLATE



APPLICANT INFORMATION

Name	College	Degree	Major	Position Applied For
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Interview #	APPRAISAL OF CANDIDATE				
	Excellent	Good	Average	Below Avg	Poor
General First Impression (greeting, self expression, etc.)	✓				
Personal Appearance		✓			
Apparent Drive		✓			
Initiative in Conversation		✓			
Apparent Agressiveness	✓				
Apparent Ability to get along with people	✓				
Attitude	✓				
Speech				✓	
Potential				✓	
ASPIRATIONS - Extent to which the goals and aspirations of the applicant are consistent wit available opportunity.			✓		
TRAINING - Extent to which level of educational skills and relevant on the job training will enable applicant to cope with the demands of the job					✓
WORK HISTORY - Extent to which the applicant's work experience applies to the performance of applicant's duties				✓	
MANNERS AND APPEARANCE - Extent to which the applicant is able to present and communicate his/her ideas to others		✓			
COOPERATION - Degree to which the applicant will be able to get along with others in the work environment. Is applicant a team player?		✓			
RESPONSIBILITY - Extent to which applicant will exercise judgement in getting the job done, takes initiative when appropriate, and seeks assistance when required		✓			
Overall Final Impression	✓				

ADDITIONAL COMMENTS

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Recommended for Further Interview: Yes <input type="checkbox"/> No <input type="checkbox"/>	Recommended for Hire: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date:	Interviewed by: