

## JOB INTERVIEW EVALUATION FORM

**INTERVIEWEE NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*All applicants are expected to have an appropriate cover letter and resume. Interviewer: Please place an X in the appropriate box and make comments that would be helpful for the interviewee in improving their interviewing skills.*

APPEARANCE	Poor	Fair	Average	Good	Superior
Dress					
Grooming					
Body Language					
Eye Contact					

CHARACTERISTICS	Poor	Fair	Average	Good	Superior
Assertive					
Achievement-oriented					
Cooperative					
Responsible					
Outgoing					
Open					
Dedicated					
Poise					
Maturity					
Professional					
Verbal/Persuasive					
Ability to learn					

GOALS/PERCEPTION OF SELF	Poor	Fair	Average	Good	Superior
Realistic appraisal of self					
Reason for interest in field					
Realistic career goals					

<b>QUALIFICATIONS</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Education/Training					
Accomplishments					
Skills					
Relevant Experience					
Potential					

<b>DECISION MAKING/PROBLEM SOLVING</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Creativity					
Logic					

<b>REASONS FOR SELECTING PARTICULAR ORGANIZATION</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Commitment					
Knowledge of Organization					
Knowledge of Industry					

<b>JOB EXPECTATIONS</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Realistic					
Match employer's needs					

<b>LONG TERM OBJECTIVES</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
Realistic					
Potential to grow					

<b>OVERALL</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
EVALUATION					

**ADDITIONAL COMMENTS:**

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