

Interview Evaluation Form

Name of Candidate: _____

Completed By: _____

Position Title: _____

Interviewer(s): _____

Department: _____

Date of Interview: _____

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	VS	NA
Experience (as it relates to the position)					
Education/Training (relevant to position)					
Communication Skills (written and verbal)					
Interest in and knowledge of the position and NKU					
Presentation (promptness, neatness of resume/application, appearance)					
Problem Solving Skills					
Computer Skills (consistent with those required to perform the duties of the position)					
Job Stability					
Other Job Related Criteria (specify)					
Other Job Related Criteria (specify)					

Please circle your responses to the following questions:

- 1. The applicant has the knowledge, skills, and abilities to perform the duties of this position:
Strongly Agree Agree Disagree Could not determine

- 2. The applicant views this position with excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine

- 3. The applicant has the appropriate level of experience necessary for this position:
Strongly Agree Agree Disagree Could not determine

- 4. The applicant displayed the ability to participate effectively in a team environment and motivate and lead the staff (if applicable):
Strongly Agree Agree Disagree Could not determine

- 5. The applicant displayed ability to communicate well with all constituents.
Strongly Agree Agree Disagree Could not determine

- 6. The applicant should be included in the final list of recommended applicants:
Strongly Agree Agree Disagree Could not determine

Candidate’s Strengths:

Candidates Weaknesses:

Please provide any additional comments you have about this candidate:
