

Candidate Name:		Position:	
Interview evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position for which they have applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the scale below.		Absentee technician	

Scale:	5 - Exceptional	4 - Above Average	3 - Average	2 - Satisfactory	1 - Unsatisfactory
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Rating	5	4	3	2	1
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Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?	☐	☒	☐	☐	☐
Prior Work Experience - Has the candidate acquired similar skills or qualifications through past work experiences?	☐	☒	☐	☐	☐
Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?	☐	☒	☐	☐	☐
Verbal Communication - How were the candidate's communication skills during the interview?	☐	☒	☐	☐	☐
Candidate Interest - How much interest did the candidate show in the position and the organization?	☐	☒	☐	☐	☐
Knowledge of Organization - Did the candidate research the organization prior to the interview?	☐	☐	☐	☐	☐

Teambuilding/Interpersonal Skills - Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?	☐	☒	☐	☐	☐
Initiative - Did the candidate demonstrate, through their answers, a high degree of initiative?	☐	☒	☐	☐	☐
Time Management - Did the candidate demonstrate, through their answers, good time management skills?	☐	☒	☐	☐	☐
Customer Service - Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities?	☐	☐	☐	☐	☐

Additional Comments	Interview Feedback in planned and unstructured format. Explains process, articulated rapport 'how or why?' - Good. Explained the job in too much detail? why... Open question! - could have pushed - more detailed weaknesses! - good body language - encouraging 'fishing question'! Closed but did not ask 'any questions'
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