

CANDIDATE EVALUATION FORM IN-PERSON INTERVIEW

Candidate Name:	Name of Interviewer:
Position Title:	Date & Time:

CANDIDATE EVALUATION-CLEARLY DEFINE THESE TERMS FIRST

Rating scale: 0=No evidence 1=**Poor** (below expectations)

2=**Adequate** (meets expectations) 3=**Strong** (exceeds expectations)

<u>Criteria</u>	<u>Rating</u>	<u>Comments</u>
<p>The candidate was prepared for the interview.</p> <p><i>(Punctual, asked questions, researched position, provided examples, etc.)</i></p>		
<p>The candidate's previous experience is relevant to the essential job duties and responsibilities.</p> <p><i>(Provides examples of previous experience with specific details to demonstrate knowledge)</i></p>		
<p>The candidate demonstrated commitment to diversity, equity and inclusion.</p> <p><i>(Knowledge of terms and value of DEI in workplace, position)</i></p>		
<p>The candidate demonstrated interpersonal skills.</p> <p><i>(Provide examples of conflict resolution, teamwork, collaboration, project coordination etc.)</i></p>		

<p>The candidate demonstrated effective verbal and written communication skills.</p> <p><i>(Discuss experience with writing for various audiences and in various formats such as email, memo, social media, etc.)</i></p>		
<p>The candidate demonstrated adaptability skills.</p> <p><i>(Discussed experience working with moving deadlines or in ambiguity)</i></p>		
<p>Other</p>		
OVERALL RATING		
<u>Overall Score</u>	<u>Total</u>	<u>Comments</u>
<u>What was your overall impression of the candidate?</u>	<u>Overall Rating</u>	<u>Additional Comments</u>