

CANDIDATE INTERVIEW EVALUATION FORM



Candidate's name: _____

Position applied for: _____

Interviewed by: _____

Interview date: _____

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 other staff members (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:

Candidate's Weaknesses:

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Rating Key – NS: Not Satisfactory; S: Satisfactory; VS – Very Satisfactory; NA: Not Applicable

Criteria	Comments: (Be very specific; support rating)	NS	S	VS	NA
Experience (as it relates to the position)					
Education/Training (relevant to the position)					
Communication Skills (written and verbal)					
Interest in and knowledge of the position and NKU					
Presentation (promptness, neatness of resume/applicant, 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 provide any additional comments: _____
