

The First Interview
Interview Evaluation Form

(Fill Out Immediately After Each Interview)

Name: _____ College: _____

Degree: _____ Major _____ Position Applied For _____

Appraisal of Candidate					
	Excellent	Good	Average	Below Average	Poor
General First Impression (greeting, self expression, etc.)					
Personal Appearance					
Apparent Work Ethic					
Initiative in Conversation					
Apparent Ability to Get Along with People					
Attitude					
Potential					
ASPIRATIONS - Extent to which the goals and aspirations of the applicant are consistent with available opportunity.					
TRAINING - Extent to which level of educational skills and relevant on-the-job training will enable applicant to cope with the demands of the job.					
WORK HISTORY - Extent to which the applicant's work experience applies to the performance of applicant's duties.					
MANNERS AND APPEARANCE - Extent to which the applicant is able to present and communicate his/her ideas to others.					
COOPERATION - Degree to which the applicant will be able to get along with others in the work environment. Is applicant a team player?					
RESPONSIBILITY - Extent to which applicant will exercise judgment in getting the job done, takes initiative when appropriate, and seeks assistance when required.					
SUPERVISORY EXPERIENCE – If Applicable					
OVERALL FINAL IMPRESSION					

ADDITIONAL COMMENTS

Recommended for Further Interview: YES NO

Recommended for Hire: YES NO

Date: _____ Interviewed By: _____

Legend – Point System: Poor – 1, Below Average 2, Average 3, Good 4, and Excellent 5

