

# ROGER WILLIAMS UNIVERSITY

## INTERVIEW EVALUATION FORM

**SPECIFIC JOB TITLE:** \_\_\_\_\_

**NAME OF CANDIDATE:** \_\_\_\_\_

**NAME OF INTERVIEWER:** \_\_\_\_\_

**DATE OF INTERVIEW:** \_\_\_\_\_

### PART I.

Write your analysis and interpretation of every interview question as applicable for each section taking into consideration attributes listed in the right-hand column. Also, indicate appropriate ratings for each section, based on your evaluation. Then, summarize the candidate's strengths and challenges and write your summary and recommendations. Finally, check the overall rating for the candidate.

<b>A. DIRECT IMPRESSION</b> Enter your comments and press tab to go to the next box.	Appearance Manner Self-expression Responsiveness
Favorable <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 Unfavorable	
<b>B. WORK EXPERIENCE</b> Enter your comments and press tab to go to the next box.	Relevance of Work Skills & Competence Adaptability Productivity Motivation Interpersonal Skills Leadership Teamwork
Favorable <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 Unfavorable	
<b>C. EDUCATION</b> Enter your comments and press tab to go to the next box.	Relevance of Education Intellectual Abilities Breadth and Depth of Knowledge Level of Accomplishment Reaction to Authority Leadership Teamwork
Favorable <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 Unfavorable	
<b>D. CURRENT JOB RESPONSIBILITIES</b> Enter your comments and press tab to go to the next box.	Time management Energy level Diversity of Interests Interpersonal Skills Leadership Teamwork Technical Expertise

Favorable <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 Unfavorable	
<b>E. MANAGEMENT EXPERIENCE</b> Enter your comments and press tab to go to the next box.	Scope of Experience Strategic Planning Budget Coaching & Mentoring Interpersonal Skills Leadership Teamwork
Favorable <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 Unfavorable	

**Part II.**

**SUMMARY OF STRENGTHS AND CHALLENGES (provide explanation as necessary):**

1. Does this candidate have the talents, skills, knowledge, energy, etc.? **Yes or No.**
  
2. Will this candidate have the motivation, interests, and ability to perform all functions of this job? **Yes or No.**
  
3. Will this candidate fit into the organization? **Yes or No.**
  
4. How would you evaluate the candidate's interpersonal skills?  
  
Teamwork capability? **Yes or No.**

**OVERALL SUMMARY AND RECOMMENDATIONS:**

1.  Yes in favor of hiring (stress values and assets):  
  
 No, against hiring (Stress risks or liabilities):

Final Recommendations (gauge strength; consider placement, supervision, training, and potential):