

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. **Please comment only on job-related qualifications/requirements/attributes for success in the position as outlined in the job description.** Finally, check the overall rating for the candidate.

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

E. MANAGEMENT EXPERIENCE 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):