Logo

Description automatically generatedDepartment of Human Resources

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate Evaluation Form Face-to-face Interview** | | | | |
| **Candidate Name:** | | | **Name of Interviewer:** | |
| **Position Title:** | | | **Date & Time:** | |
| **candidate evaluation**  Rating scale: 0=No evidence 1=Poor (below expectations)  2=Adequate (meets expectations) 3=Strong (exceeds expectations) | | | | |
| **Criteria** | | **Rating** | | **Comments** |
| **The candidate was prepared for the interview.**  *(Punctual, asked questions, researched position, provided examples, etc.)* | |  | |  |
| **The candidate’s previous experience is relevant to the essential job duties and responsibilities.**  *(Provides examples of previous experience with specific details to demonstrate knowledge)* | |  | |  |
| **The candidate demonstrated commitment to diversity, equity, and inclusion.**  *(Knowledge of terms and value of DEI in workplace, position)* | |  | |  |
| **The candidate demonstrated interpersonal skills.**  *(Provide examples of conflict resolution, teamwork, collaboration, project coordination, etc.)* | |  | |  |
| **The candidate demonstrated effective verbal and written communication skills.**  *(Discuss experience with writing for various audiences and in various formats such as email, memo, social media, etc.)* | |  | |  |
| **The candidate demonstrated adaptability skills.**  *(Discussed experience working with moving deadlines or in ambiguity)* | |  | |  |
| **The candidate has the technical skills required for the position**  *(Technical tests – Discussed technical experience and IT background)* | |  | |  |
| **Other** | |  | |  |
| **Overall rating** | | | | |
| **Overall Score** | **Total** | | | **Comments** |
| **What was your overall impression of the candidate?** | **Overall Rating** | | | **Additional Comments** |