Candidate interview evaluation form

Date:

Interviewer(s):

Recommendation:

Name of applicant:

Position interviewed for:

H=Hire
HC=Hold for Consideration
NH=Do Not Hire
BQ=Better Qualified for Another Position

Application selection criteria matrix

Suggested scoring system:

5 – Excellent (significantly exceeds criteria)

4 – Above Average (exceeds criteria)

3 – Average (meets criteria)

2 – Below Average (generally does not meet criteria)

1 – Unacceptable (significantly below criteria)

	Score (1 – 5)	Notes/Comments
Decision making/judgement:		
Functional and technical:		
Communication skills:		
Meets educational requirements:		
Cultural fit:		
Initiative:		
Problem solving:		
Quality:		
Teamwork:		
Enthusiasm:		
Overall evaluation:		

Additional notes/comments: