

INTERVIEW ANALYSIS

Evaluation

CANDIDATE NAME: _____

INTERVIEW DATE: _____

POSITION APPLIED FOR: _____

INTERVIEWER: _____

EXCELLENT - 4 GOOD - 3 FAIR - 2 POOR - 1

EDUCATION

Rating (1-4): _____

4 - Has additional college, vocational, or continuing education coursework

3 - Sufficient education for the job

2 - Would like more / different education for job needs

1 - Does not have specific education needed for job

WORK RECORD

Rating (1-4): _____

4 - Steady employment for two years or more at each place

3 - Several jobs lasting over one year at each place

2 - One job lasting less than one year

1 - No work experience

COMMUNICATION

Rating (1-4): _____

4 - Excellent style, clear speech, direct answers, sought clarification when needed, friendly attitude, eye contact, asked good questions.

3 - Communicated effectively and appropriately for job, pleasant attitude, eye contact, asked some questions

2 - Some difficulties answering questions, hard to draw out, somewhat withdrawn, not at ease, had no questions

1 - Could not communicate, distracted, rigid or defensive, no eye contact, asked no questions

APPEARANCE & PERSONAL CONTACT

Rating (1-4): _____

4 - Presented excellent appearance, excellent attire and high level of behavior throughout interview

3 - Appropriate attire, well-groomed

2 - Either dress or grooming less than satisfactory, or some offensive behaviors

1 - Inappropriate attire, poorly groomed or unclean, unacceptable personal behaviors

INTEREST LEVEL

Rating (1-4): _____

4 - Extremely interested in job content, very informed, realistic goals

3 - Seems interested in specific job, informed, goals may need defining

2 - Just wants a job, low motivation, lack of interest in specific job

1 - Showed no interest, not informed, had no goals

SPECIFIC JOB EXPERIENCE

Rating (1-4): _____

4 - Has a lot of experience in specific job role

3 - More than adequate experience, strong experience related in areas

2 - Would prefer more experience, has experience in related field

1 - No experience in this area or any related fields

