

INTERVIEW EVALUATION FOR:

Position Title: _____

Interviewer: _____ Date of Interview _____

KEY	PURPOSE
NS: Not Satisfactory S: Satisfactory VS: Very Satisfactory NA: Not Relevant	This evaluation is to standardise the recording of information collected during the review of application materials or interview and assist in evaluating and comparing different applicants when interviews are completed. This sheet is to be attached for self and peer evaluations of interviews. Please attach additional sheets, if needed.

	N A	S	V S	N S	COMMENTS
EXPERIENCE: (as it Relates to the position)					
EDUCATION/ TRAINING: (relevant to position)					
COMMUNICATION ABILITY (written and verbal)					
INTEREST IN POSITION AND UWG:					
PRESENTATION: (Promptness, neatness of resume/application, appearance)					
PROBLEM SOLVING SKILLS:					
COMPUTER SKILLS: (are skills consistent with those required to perform the duties of the position)					
JOB STABILITY: Add criteria					
Add Criteria:					

1. The applicant has the knowledge, skills, and abilities to perform the duties of this position:

Strongly Agree Agree Disagree Could not determine

2. The applicant views this position with excitement and enthusiasm:

Strongly Agree Agree Disagree Could not determine

3. The applicant has the appropriate level of experience necessary for this position:

Strongly Agree Agree Disagree Could not determine

4. The applicant has the knowledge, skills, and abilities to handle the administrative tasks of this position.

Strongly Agree Agree Disagree Could not determine

5. The applicant demonstrates the ability to lead staff and co-workers if the opportunity arose

Strongly Agree Agree Disagree Could not determine

6. The applicant displayed ability to communicate well with all levels within the institution and if applicable, with the local community:

Strongly Agree Agree Disagree Could not determine

7. The applicant should be included in the final list of recommended applicants:

Strongly Agree Agree Disagree Could not determine

8. Please provide any comments you have about this candidate:

Completed by: _____

Date: _____