

RECRUITMENT POLICY

Form #	AD-100-F2	Revision #	1
Accessibility level	A	Effective date	Jan 20, 2021

INTERVIEW EVALUATION FORM

Candidate Name:					
Position Considered For:			Department:		
Name of Interviewer:			Position:		
	90-100	80-89	70-79	50-69	< 50
Work Knowledge	Excellent	V. Good	Good	Fair	Poor
WORK EXPERIENCE (Consider similar job duties, similar working environment, same degree of supervisory and management responsibility)					
Comments:					
EDUCATION, TRAINING & PROFESSIONAL QUALIFICATIONS (Consider formal education, major fields of study, specialized training received for the relevant position, results/grades achieved)					
Comments:					
TECHNICAL COMPETENCE (Consider knowledge, understanding and technical expertise of candidate as it relates to the requirements of the position)					
Comments:					
Personality	Excellent	V. Good	Good	Fair	Poor
APPEARANCE MANNER AND PERSONALITY (Consider general appearance, speech, nervous mannerisms, self-confidence, aggressiveness, poise, composure, overall presentation, maturity)					
Comments:					
SUPERVISORY AND LEADERSHIP QUALIFICATION/POTENTIAL (Consider previous supervisor/leadership experience, degree of assertiveness, confidence level, acceptance of authority and responsibility, ability to motivate others)					
Comments:					
Attitude	Excellent	V. Good	Good	Fair	Poor
ATTITUDE, STABILITY AND MATURITY (Consider friction with former supervisors, peer relationships, reasons for leaving jobs, frequency of job changes, consider sense of responsibility, attitude towards work and towards family)					
Comments:					
Expression	Excellent	V. Good	Good	Fair	Poor
INTER-PERSONAL AND COMMUNICATION SKILLS (Consider liking for and ability to get along with people; ability to maintain pleasant inter-relationships with supervisors, peers and subordinates; ability to communicate ideas and thoughts in a clear, concise and organized manner)					
Comments:					

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General Skill	Excellent	V. Good	Good	Fair	Poor
COMPUTER SKILLS (Consider job related computer skills in using Internet, Email, Word, Excel, etc..)					
Comments:					
ENGLISH LANGUAGE SKILLS (Consider proficiency in spoken and written English)					
Comments:					
Overall Evaluation					

Interviewer's Comments:

Recommendation

Hire

Don't Hire

Date

Interviewer Signature

HR Review

HR Comments

HR Signature:

Date:

