

## Committee Member Employment Interview Evaluation

Applicant Name	Position Applied for
Interviewer <span style="float: right;">Phone ext.</span>	Job Number

Committee members are encouraged to discuss their interpretation of each interview and should feel free to make independent  
 G-Fsions when evaluating interviewees.

Please report your interview evaluation by checking the ONE most appropriate box in each area.

<b>Knowledge of Job Field</b>	<input type="checkbox"/> No knowledge	<input type="checkbox"/> Less than preferred	<input type="checkbox"/> Meets requirements	<input type="checkbox"/> Exceeds expectation	<input type="checkbox"/> Thorough knowledge of job. Very strong in job related area.
<b>Communication Skills</b>	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Some difficulties in communicating	<input type="checkbox"/> Sufficient for adequate job performance	<input type="checkbox"/> More than sufficient for the job	<input type="checkbox"/> Outstanding communication skills
<b>Comprehension</b>	<input type="checkbox"/> Did not understand concepts	<input type="checkbox"/> Missed some concepts	<input type="checkbox"/> Average ability to understand ideas	<input type="checkbox"/> Good understanding of concepts and the job	<input type="checkbox"/> Exceptionally aware of concepts, high comprehension level
<b>Computer Skills</b>	<input type="checkbox"/> Not needed for the job	<input type="checkbox"/> Less than satisfactory for the job	<input type="checkbox"/> Adequate to perform job	<input type="checkbox"/> More than sufficient for job	<input type="checkbox"/> Exceeds requirements for the job
<b>Problem Solving Skills</b>	<input type="checkbox"/> Unable to assess	<input type="checkbox"/> Unable to demonstrate problem solving in a logical manner.	<input type="checkbox"/> Has some knowledge about a problem solving process	<input type="checkbox"/> More than adequate; has experience with problem solving	<input type="checkbox"/> Very strong in analyzing information, assessing options and solving problems
<b>Personal Attributes</b>	<input type="checkbox"/> Appears nervous and uneasy	<input type="checkbox"/> Somewhat confident.	<input type="checkbox"/> Conveys sufficient confidence and positive attitude	<input type="checkbox"/> Conveys strong confidence in ability to handle job; positive attitude	<input type="checkbox"/> Appears extremely confident and positive
<b>For Supervisor Positions</b>	<input type="checkbox"/> No supervisory experience	<input type="checkbox"/> Has not handled similar level of responsibility; little or no supervisory experience	<input type="checkbox"/> Some supervisory experience	<input type="checkbox"/> Expresses ability to handle responsibilities; has sufficient supervisory experience; has staff management experience; understands role of a supervisor	<input type="checkbox"/> Extremely well composed. Appears unusually confident and secure.

Interviewer \_\_\_\_\_ Date \_\_\_\_\_



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**Employment Interview Evaluation**

Please comment on:

Candidate Strengths:

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Candidate Weaknesses:

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Comments:

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Interviewer \_\_\_\_\_ Date \_\_\_\_\_