

Candidate Name: _____

Background – Does the candidate have the appropriate qualifications for this position?

Rating: 1 2 3 4 5

Comments:

Prior Experience – Does the candidate have the appropriate experience and training for this position? Has he/she acquired similar skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications – Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Verbal Communication & Customer Service Skills – How were the candidate’s communication skills during the interview? Did the candidate demonstrate a high level of customer service?

Rating: 1 2 3 4 5

Comments:

Candidate Enthusiasm – How much interest did the candidate show in the position and institution?

Rating: 1 2 3 4 5

Comments:

Knowledge of Institution – Did the candidate research the University prior to the interview?

Rating: 1 2 3 4 5

Comments:

Time Management – Did the candidate demonstrate, through his or her answers, the ability to multi-task and meet deadlines?

Rating: 1 2 3 4 5

Comments:

Overall Impression and Recommendation – Final comments and recommendations for proceeding with candidate.

Rating: 1 2 3 4 5

Comments:

Total Score: