Candidate Assessment - Interview Summary Form

Candidate Name_____ Date _____

Summary of Results from Interview Evaluation Form:

	Inteviewer 1	Interviewer 2	Interviewer 3	Total
Appearance (professional dress, grooming, etc.)	_____	_____	_____	_____
Poise, self confidence, 1st impression	_____	_____	_____	_____
Verbal communication skills (articulate, clear)	_____	_____	_____	_____
Listening ability and nonverbal communication	_____	_____	_____	_____
Clarity of career interests and goals	_____	_____	_____	_____
Ability to link prior work experience to position	_____	_____	_____	_____
Knowledge of Industry	_____	_____	_____	_____
Preparation for interview	_____	_____	_____	_____
Quality of questions	_____	_____	_____	_____
Interest in & enthusiasm toward opportunity	_____	_____	_____	_____
Demonstrates knowledge of company & position	_____	_____	_____	_____
Strength of competence/skills for position/work	_____	_____	_____	_____
Overall impression of candidate's performance	_____	_____	_____	_____

Notes:

Follow Up:

Action:

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