

Interview Evaluations

Candidate Name: _____

Fill out the evaluation form for the applicant above. Provide an overall rating for the applicant and submit the completed form to the Hiring Manager.

Evaluation Date: _____

Job Applied for: Req #: _____

Title: _____

Education

Superior Satisfactory Unsatisfactory Not Applicable

Comments: _____

Work Experience

Superior Satisfactory Unsatisfactory Not Applicable

Comments: _____

Training

Superior Satisfactory Unsatisfactory Not Applicable

Comments: _____

Communication Skills

Superior Satisfactory Unsatisfactory Not Applicable

Comments: _____

Organizational Skills

Superior Satisfactory Unsatisfactory Not Applicable

Comments: _____

Technical Skills

Superior Satisfactory Unsatisfactory Not Applicable

Comments: _____

Overall Rating/Recommendation

Superior Satisfactory Unsatisfactory Not Applicable

Comments: _____

.....
 020-Make Offer 110-Not Chosen 120-Withdrawn

If you choose 110-Not Chosen or 120-Withdrawn, you must click on Recommendation Reasons and choose a reason:

110-Not Chosen Reasons:

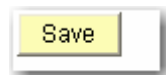
- | | |
|---|--|
| <input type="checkbox"/> Did not show for interview | <input type="checkbox"/> Not as qualified as others |
| <input type="checkbox"/> Test/Work Sample Scores | <input type="checkbox"/> Selected for other position |
| <input type="checkbox"/> Insufficient Skills | <input type="checkbox"/> Refused offer |
| <input type="checkbox"/> Reference Check Unsatisfactory | <input type="checkbox"/> Good Skls/Exp, not 1 st choice |
| <input type="checkbox"/> Poor Interview | <input type="checkbox"/> Licenses/Certifications |

120-Withdrawn Reasons:

- | | |
|--|---|
| <input type="checkbox"/> Another Job Offer | <input type="checkbox"/> Job Duties |
| <input type="checkbox"/> Changed Mind | <input type="checkbox"/> Salary Too Low |
| <input type="checkbox"/> Hours/Work Schedule | |

Comments: _____

Submit Form



Please note, once submitted the form cannot be changed. Prior to submitting the information in CUBS, please make sure your top candidate has accepted the position. You can type the information, click on save and return once the candidate has accepted the position and submit the forms. Also, please remember to include overall interview comments to support your decision.