# DRURY UNIVERSITY - INTERVIEW EVALUATION FORM

Name of Applicant: ___________________________ Date: __________ Time: __________

Position: ___________________________ Interviewer: ___________________________

**Rating Scale:**
- 1 - Unsatisfactory (does not meet position’s requirements)
- 2 - Satisfactory (fully meets position’s requirements)
- 3 - Outstanding (exceeds position’s requirements)

**EXPERIENCE:** How does the candidate’s previous experience relate to the current position’s essential duties and responsibilities?

**JOB KNOWLEDGE:** How well does the candidate’s working knowledge, skills, and abilities meet position’s requirements?

**MOTIVATION:** Does the candidate demonstrate initiative, economic drive, leadership, customer focus, and commitment?

**COMMUNICATION:** Does the candidate present thoughts clearly, concisely, and with confidence?

**CHARACTER:** Evaluate the candidate’s sincerity, conscientiousness, responsibility, integrity, and persuasiveness.

**CAPABILITY:** Does the candidate appear logical, decisive, poised, resourceful, and imaginative?

**GOALS:** What is the likelihood that the candidate will feel fulfilled in this position?

**OVERALL POTENTIAL:** How well does the candidate’s background and experience suit the requirements for this position?

**COMMENTS:**

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Recommend for current opening?  Yes ___  No ___
Wish to have references checked on the applicant?  Yes ___  No ___
Recommend for future openings?  Yes ___  No ___

Signature: ___________________________ Date: __________