CITY OF JOPLIN
DEPARTMENT OF HUMAN RESOURCES
INTERVIEW EVALUATION FORM

Candidate Name: _____ Date of Interview: _____

Interviewer Name: _____Position: _____

Interview evaluation forms are to be completed by the interviewer to rank candidate's overall qualifications for the position for which they have applied. For each category, the interviewer should circle a numerical rating and write specific job-related comments in the space provided.

Scale: 5 – Exceptional 4 – Above Average 3 – Average 2 - Satisfactory 1 - Unsatisfactory

Categories:	**Rating:**

Educational/Training – Does the candidate have the appropriate educational qualifications or training for the position? 5 4 3 2 1

Comments: _____

_____

Prior Work Experience – Has the candidate acquired similar skills or qualifications from past work experiences? 5 4 3 2 1

Comments: _____

_____

Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position? 5 4 3 2 1

Comments: _____

_____

Communication Skills – How were the candidate's communication skills during the interview? 5 4 3 2 1

Comments: _____

_____

Candidate Interest – How much interest did the candidate show in the position and the City? 5 4 3 2 1

Comments: _____

_____

Knowledge of the Organization – Did the candidate research the organization prior to the interview? 5 4 3 2 1

Comments: _____

_____

Presentation – Promptness, neatness of resume/application and appearance? 5 4 3 2 1
Comments: _____
_____

Teambuilding/Interpersonal Skills – Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills? 5 4 3 2 1
Comments: _____
_____

Initiative – Did the candidate demonstrate, through their answers, a high degree of initiative? 5 4 3 2 1
Comments: _____
_____

Time Management – Did the candidate demonstrate, through their answers, good time management skills? 5 4 3 2 1
Comments: _____
_____

Customer Service – Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities? 5 4 3 2 1
Comments: _____
_____

TOTAL: =_____

FINAL COMMENTS

Summary of your perception of the candidate's strengths/weaknesses

Candidates Strengths: _____
_____
Candidates Weaknesses: _____
_____
Overall Comments: _____
_____
_____

RECOMMENDATION

ADVANCE	**ADVANCE WITH RESERVATIONS**	**DO NOT ADVANCE**
☐	☐	☐

When complete: please return to HR in person or email at hr@joplinmo.org

INTERVIEWER: _____ DATE: _____