

## CANDIDATE INTERVIEW EVALUATION FORM

<b>Candidate Name:</b>	<b>Job Title:</b>		
<b>Date of Interview:</b>	<b>Interviewer Name:</b>		
<b>Competency</b>	<b>Candidate Rating *</b>		<b>Job Relevancy</b>
<b>Communication:</b> Candidate expresses thoughts clearly in writing and verbally; projects positive manner in all forms of communication; responds diplomatically.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
<b>Problem Solving/ Decision Making:</b> Candidate demonstrates ability to make decisions; involves others as appropriate; demonstrates ability to resolve issues.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
<b>Building Trust:</b> Candidate demonstrates ability to keep commitments and meet deadlines; exhibits integrity and honesty with colleagues and customers; demonstrates ability to be open to views of others; takes responsibility for own actions in a conflict resolution.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
<b>Conflict Resolution:</b> Candidate demonstrates ability to resolve conflict with person directly involved; demonstrates active listening skills; focuses on conflict resolution, not blame.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
<b>Teamwork:</b> Candidate demonstrates ability to work as part of a team; seeks the perspective and expertise of others; looks for opportunities to support others on team.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
<b>Student/Customer Service Oriented:</b> Candidate demonstrates strong customer service orientation with the ability to provide clear consistent information and service; demonstrates ability to handle difficult customers; delivers service in a timely and professional way.	<input type="checkbox"/> Weak	<input type="checkbox"/> Average	<input type="checkbox"/> Very Relevant
	<input type="checkbox"/> Strong		<input type="checkbox"/> Somewhat Relevant
			<input type="checkbox"/> Not Relevant
<b>Work Experience Rating:</b> Does candidate possess experience directly related to the position?			
<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong			
Describe candidate's work experience as it relates to the position.			
<b>Job Knowledge, Skills and Abilities (KSA's) Rating:</b>			
<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong			
Describe candidate's job knowledge, skills, and abilities (KSA's) as it relates to the position.			
Describe candidate's unique skills important for the position/department.			
<b>Overall Assessment:</b>			
<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong			

**\*Weak:** Candidate did not meet the minimum expectations      **Average:** Candidate meets the minimum expectations      **Strong:** Candidate exceeds minimum expectations