

CANDIDATE INTERVIEW EVALUATION FORM

SMU LIBRARIES

Candidate Name:	Job Title:
Date of Interview:	Interviewer Name:
Competencies	Rating
Educational Background Comments:	<input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed
Experience Comments:	<input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed
Relevant Job Knowledge and Skills Comments:	<input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed
Problem Solving Skills Comments:	<input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed
Communication Skills Comments:	<input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed
Interpersonal Skills Comments:	<input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed
Customer Service Orientation Comments:	<input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed
Summarize candidate's strengths and weaknesses as they relate to the position, including relevant work experience	
Overall Assessment: <input type="checkbox"/> <i>Excellent</i> <input type="checkbox"/> <i>Above Average</i> <input type="checkbox"/> <i>Average</i> <input type="checkbox"/> <i>Below Average</i>	