



Candidate's Name

Position

Interviewer's Name

Interview Dates

Scoring

Candidate evaluation forms are to be completed by the interviewer. The results will be used to rank the qualifications of all candidates who are interviewed for this vacancy. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Below Average 1 - Unsatisfactory

		Rating				
		5	4	3	2	1
Educational Background: Does the candidate have the appropriate educational qualifications or training for this position?						
	Comments:					
Prior Work Experience: Has the candidate acquired similar skills or qualifications through past work experiences?						
	Comments:					
Technical Qualifications/Experience: Does the candidate have the technical skills necessary for this position?						
	Comments:					

5 - Exceptional 4 - Above Average 3 - Average 2 - Below Average 1 - Unsatisfactory

		Rating				
		5	4	3	2	1
Verbal Communication: Did the candidate demonstrate effective communication skills during the interview?						
	Comments:					
Candidate Enthusiasm: Did the candidate show enthusiasm for the position and for TCNJ?						
	Comments:					
Knowledge of Company: Did the candidate show evidence of having researched TCNJ prior to the interview?						
	Comments:					
Teambuilding/Interpersonal Skills: Did the candidate demonstrate, through his/her/their answers, good teambuilding/interpersonal skills?						
	Comments:					
Initiative: Did the candidate demonstrate, through his/her/their answers, a high degree of initiative?						
	Comments:					

5 - Exceptional 4 - Above Average 3 - Average 2 - Below Average 1 - Unsatisfactory

		Rating				
		5	4	3	2	1
<p>Time Management: Did the candidate demonstrate, through his/her/their answers, good time management skills?</p>						
	Comments:					
<p>Customer Service: Did the candidate demonstrate, through his/her/their answers, a high level of customer service skills/abilities and focus?</p>						
	Comments:					
<p>Leadership Ability: Did the candidate demonstrate the leadership skills necessary for this position?</p>						
	Comments:					
<p>Overall Impression and Recommendation: Final comments and recommendations for proceeding with the candidate.</p>						
	Comments:					
Total Score						