

JOB INTERVIEW EVALUATION FORM

NAME: _____ **DATE:** _____

Interviewer: Please place an X in the appropriate box and make comments that would be helpful for the interviewee in improving their interviewing skills.

PAPERWORK	Superior 10-9 pts.	Average 8-6 pts.	Needs Improvement 5-0 pts.
Job applying for present			
Completed, accurate and legible job application			
Letter of application (cover letter)			
Resume			
APPEARANCE	Superior 10-9 pts.	Average 8-6 pts.	Needs Improvement 5-0 pts.
Dress			
Grooming			
Body Language			
Eye Contact			
CHARACTERISTICS	Superior 10-9 pts.	Average 8-6 pts.	Needs Improvement 5-0 pts.
Achievement-oriented			
Cooperative			
Responsible			
Dedicated			
Poise			
Professional			
Verbal/Persuasive			
QUALIFICATIONS	Superior 10-9 pts.	Average 8-6 pts.	Needs Improvement 5-0 pts.
Education/Training			
Accomplishments			
Skills			
Relevant Experience			
Potential			
JOB EXPECTATIONS	Superior 10-9 pts.	Average 8-6 pts.	Needs Improvement 5-0 pts.
Realistic			
Match employer's needs			
OVERALL	Superior 10-9 pts.	Average 8-6 pts.	Needs Improvement 5-0 pts.
Would you hire this person			