



CANDIDATE INTERVIEW EVALUATION FORM

Candidate's Name: _____ Date: _____

Name of the Department: _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. 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 system is based on the following:

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

Educational Background – Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

Prior Work Experience – Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 3 4 5

Comments:

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 4 5

Comments:

Overall Impression and Recommendation – Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 5

Comments:

Signatures of Staff selection committee members

S.NO	NAME AND DESIGNATION	SIGNATURE
1		
2		
3		
4		
5		
6		

DEAN - IAP

PRINCIPAL