

## FIRST INTERVIEW EVALUATION FORM

(Fill Out Immediately After Each Interview)

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position Applying:** \_\_\_\_\_

<b>Overall Impression</b>	Poor	Fair	Proficient	Very Good	Excellent
General 1 <sup>st</sup> Impression					
Personal Appearance					
General Attitude					
Overall Self Confidence Level					
Apparent Ability to Get Along with Others (Team Player)					
Confidence / Initiative in Conversation					
Communication Skills (Verbal/Personal Expression/Body Language)					
Apparent Motivation / Drive / Self Starter					
Apparent Organization/Planning Skills					
<b>General Job Competencies</b>					
Knowledge Level of Job & Company / Organization					
Education / Training- (Level of relevant knowledge needed for demands of the job)					
Related Work Experience (Level of relevant on-the-job experience needed for demands of the job)					
Apparent Overall Ability to do the Job					
Apparent Level of Enthusiasm to do the job					
Apparent Fit to Company Culture					
<b>Overall Final Impression</b>					

Additional Comments:

Recommendation: Based upon the observations made above and the applicant's interview and qualification, do you think the person should be further considered for this position?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ With Reservations: \_\_\_\_\_

Interviewer's Signature: \_\_\_\_\_



Questions? Call Us at (250) 612-2168 or visit us at [www.insyte.net](http://www.insyte.net)