**Candidate Interview Evaluation Form**

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| **Candidate Name:** | **Name of Interviewer:** | | | | | | | | |
| **Position Title:** | **Date:** | | | | | | | | |
| **Candidate Evaluation**  Please assess the candidate’s qualifications for each of the competencies for this position using the scale below. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. This form should be completed during and/or immediately following the interview. The numerical rating system is based on the following:  5 - Exceptional 4 - Above Average   3 - Average   2 - Below Average   1 - Unsatisfactory | | | | | | | | | |
| **Competency** | | | | **Rating** | | | | | |
| 5 | 4 | 3 | | 2 | 1 |
| **Educational Background**: Does the candidate have the appropriate educational qualifications or training for this position?  **Comments:** | | | |  |  |  | |  |  |
| **Experience/Demonstrated Knowledge**: Has the candidate acquired similar business functional knowledge, skills, or qualifications through their prior work experience?  **Comments:** | | | |  |  |  | |  |  |
| **Technical Skills**: Does the candidate have the technical skills necessary for this position?  **Comments:** | | | |  |  |  | |  |  |
| **Interpersonal/Communication Skills:** Did the candidate demonstrate the ability to express ideas and thoughts clearly, as well as experiences involving team settings and customer orientation.  **Comments:** | | | |  |  |  | |  |  |
| **Candidate Enthusiasm**: Did the candidate show enthusiasm for the position and WPI?  **Comments:** | | | |  |  |  | |  |  |
| **Knowledge of Organization:** Did the candidate show evidence of having researched the department/WPI prior to the interview?  **Comments:** | | | |  |  |  | |  |  |
| **Leadership:** Did the candidate demonstrate, through their answers, the ability to mentor, coach, and lead others?  **Comments:** | | | |  |  |  | |  |  |
| **Teambuilding/Collaboration:** Did the candidate demonstrate, through their answers, teamwork/collaboration skills?  **Comments:** | | | |  |  |  | |  |  |
| **Diversity/Cultural Competence:** Did the candidate demonstrate a commitment to diversity and ability to work in a diverse environment?  **Comments:** | | | |  |  |  | |  |  |
| **Initiative:** Did the candidate demonstrate, through their answers, a high degree of initiative?  **Comments:** | | | |  |  |  | |  |  |
| **Influence:** Was the candidate able to manage discussions positively and with maturity? Were they able to understand important stakeholders, regardless of title or seniority?  **Comments:** | | | |  |  |  | |  |  |
| **Overall Impression and Recommendation:** Summary of your perceptions of the candidate’s strengths/weaknesses. Final comments and recommendations for proceeding with the candidate. **Comments:** | | **Advance** | **Advance with reservations** | | | | **Do not advance** | | |