



WPI

Candidate Interview Evaluation Form

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:					



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<p>Knowledge of Organization: Did the candidate show evidence of having researched the department/WPI prior to the interview? Comments:</p>					
<p>Leadership: Did the candidate demonstrate, through their answers, the ability to mentor, coach, and lead others? Comments:</p>					
<p>Teambuilding/Collaboration: Did the candidate demonstrate, through their answers, teamwork/collaboration skills? Comments:</p>					
<p>Diversity/Cultural Competence: Did the candidate demonstrate a commitment to diversity and ability to work in a diverse environment? Comments:</p>					
<p>Initiative: Did the candidate demonstrate, through their answers, a high degree of initiative? Comments:</p>					
<p>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:</p>					
<p>Overall Impression and Recommendation: Summary of your perceptions of the candidate's strengths/weaknesses. Final comments and recommendations for proceeding with the candidate. Comments:</p>	<p>Advance</p> <p><input type="checkbox"/></p>	<p>Advance with reservations</p> <p><input type="checkbox"/></p>	<p>Do not advance</p> <p><input type="checkbox"/></p>		