

INTERVIEW EVALUATION FORM: ROUND #_____ (rev 02/20)

(THIS FORM MUST BE RETURNED TO HUMAN RESOURCES WITH INTERVIEW MATERIALS)

Each selection committee member should complete one *Interview Evaluation Form* for each candidate. Use the scoring scale below to determine a component score.

Candidate: _____ **Position:** _____

Date: _____ **Start Time:** _____ **End Time:** _____ **Interviewer:** _____

Interview Components	Notes				Score: 1-4
	Scoring Scale →	1-Unsatisfactory	2-Fair	3-Good	4-Excellent
Impressions & Demeanor: Presents as knowledgeable, confident and appropriate.					
Communication Skills: Speaks clearly and uses proper grammar; expresses thoughts succinctly and cogently.					
Responses to Questions: Answers all questions appropriately. Able to think spontaneously. Answers are detailed and indicate understanding of the questions.					
Preparation: Demonstrates evidence of preparation, including knowledge about the district and position.					
Experience & Knowledge: Demonstrates thorough knowledge of job responsibilities. Responses show appropriate experience necessary for success in the position.					
Values & Needs: Conversations/answers are appropriate to the values and needs of this position.					
Writing Sample:					
Quality of Overall Interview:					

Notes (please use the other side of this form if additional space is needed):

[illegible]

Additional Notes:

[illegible]