



INTERVIEW EVALUATION FORM

CANDIDATE'S NAME : _____ POSITION APPLIED FOR : _____

INTERVIEWER'S NAME : _____ INTERVIEWER'S POSITION : _____

						SCORE
PHYSICAL APPEARANCE	1) Unpleasant appearance, sloppy, sickly appearance, not suitably	2) Appears to lack energy, although suitable attired	3) Good physical condition, pleasant appearance and well attired	4) Appear fit, alert, neat, properly attired with detail	5) Energetic, appears in excellent condition	
PERSONAL TRAITS	1) Nervous, embarrassed, not very responsive, passive	2) Stiff, uncomfortable, trying hard to establish rapport	3) Comfortable, at ease, pleasant personality	4) Cheerful, positive, free of tension, assertive, likeable	5) Exceptionally self possessed with highly composed and poised	
CONFIDENCE	1) Shy, timid, retiring, arrogant, 'cocky, too over confident	2) Submissive, remorseful, argumentative, pessimistic	3) Reasonably self assured and quite confident.	4) Shows good self-confidence	5) Exceptionally self-assured, great confidence	
EXPRESSION OF IDEAS & COMMUNICATION	1) Unclear, unable to express, illogical, speaks without thinking, slammers	2) Thoughts not well defined nor expressed, long winded, beating about the bush	3) Makes sense, logical, quite fluent, effortless communication	4) Convincing, thoughts developed logically, very fluent, positively outspoken	5) Exceptional ability to express idea logically, persuasive, very eloquent speaker	
EXPERIENCE	1) No previous experience for the job, experience irrelevant for the job	2) Experience not directly applicable, but helpful in some ways	3) Good, Experience fairly meeting the job requirements	4) Experience fit job, above average exposure	5) Experienced well suited with the job	
EDUCATION	1) Does not meet minimum job requirements	2) Meets minimum job requirements but not in the same discipline	3) Meets most job requirements in right discipline with suitable grades	4) Meets all job requirements with good grades	5) Meets all job requirements with outstanding grades	
INITIATIVE	1) None at all	2) Ask irrelevant questions	3) Average, asks only the standard routine questions	4) Ask good questions and show enthusiasm	5) Show good leadership ability and ask futuristic questions	
MENTAL ALERTNESS	1) Dull, naïve, slow to grasp ideas	2) Understands but does little to discuss subject	3) Fairly attentive, express own thought logically	4) Quite-witted, alert, asks intelligent question, well informed	5) A very quick thinker, alert, keenmind, grasp complex ideas, well read	
MOTIVATION & AMBITION	1) No drive, ambition limited, camp follower	2) Little interest in development, seems satisfied and complacent	3) Fair interest and ambition, reasonable desire to work and develop, dedicated	4) Definite future goals, wants to succeed and grow, achievement-oriented	5) High ambition, future well planned, evidence on personal development, professional	
JOB STABILITY	1) Not stable (Unemployed, left prior job before securing a new one)	2) Quite stable (Steady employment but with lateral moves)	3) Stable, but a job hopper (Steady employment with career advancement but lacking loyalty)	4) Stable, with career advancement (Steady employment with career advancement and proven loyalty)	5) Very stable record (Steady employment with proven career advancement, loyalty and achievements)	
TOTAL						/50 X 100 =

Additional comments : _____

Interviewer's recommendation :

NOT RECOMMENDED		RECOMMENDED		HIGHLY RECOMMENDED		RESERVED	
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Interview Date

Interviewer's Signature

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