BUSINESS PATHWAYS

Interview rating form

When conducting interviews, take notes on each candidates' strengths and weaknesses, evaluate categories related to the job description, and assign weighted values to refer to when making a final decision.

Candidate: _____

Contact information: _____

Position: _____

Date of Interview: _____

Interviewer(s): _____

For all questions, you can rate the answers that the candidate gives using the following dimensions:

Exceeds requirements:	Demonstrates competency accurately and consistently in most situations with minimal guidance. Many good examples.
Meets requirements:	Demonstrates competency accurately and consistently on familiar procedures and needs supervisor guidance for new skills. Some good examples.
Below requirements:	Demonstrates competency inconsistently, even with repeated instruction or guidance. Few good examples.
Significant gap:	Fails to demonstrate competency regardless of guidance provided. No good examples.

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Question:

Response:

Probing Questions/Responses:

☐ Exceeds requirements ☐ Meets requirements ☐ Below requirements ☐ Significant gap

Question:

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☐ Exceeds requirements ☐ Meets requirements ☐ Below requirements ☐ Significant gap

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