

INTERVIEW EVALUATION FOR: _____:

POSITION TITLE: _____

JOB NUMBER: _____

INTERVIEWER Name: _____

DATE: _____

KEY	PURPOSE
NS: NOT SATISFACTORY S: SATISFACTORY VS: VERY SATISFACTORY NA NOT APPLICABLE	This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "Comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Attach this sheet for each applicant interviewed when the Affirmative Action Checklist is submitted for approval to hire. Checklists will be returned unprocessed if this form is not attached for each applicant interviewed. Please attach other sheets if needed.

CRITERIA	N S	S	V S	N A	COMMENTS: (Be Specific)
EXPERIENCE: (as it relates to the position)					
EDUCATION/TRAINING: (relevant to position)					
COMPUTER SKILLS: (consistent with those required to perform the duties of the position)					
COMMUNICATION SKILLS:					
INTEREST IN AND KNOWLEDGE OF POSITION AND GSU:					
PRESENTATION: (Promptness, neatness of résumé/application, appearance)					
PROBLEM SOLVING SKILLS:					
JOB STABILITY:					
JOB RELATED:					