



# Interview Evaluation Form

**A completed interview evaluation form is required for every candidate interviewed. This form is a valuable tool in supporting the hiring decision.**

**Applicant Name:** \_\_\_\_\_

**Interview Date:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Interviewer:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Interview Type:** \_\_\_\_\_

**Rate the applicant: 0** (Unsatisfactory) **1** (Satisfactory) **2** (Above Satisfactory) **3** (Superior)

**Category**

**Interview Rating**

*Communication Skills*      0       1       2       3

Comments: \_\_\_\_\_

*Education/Training*      0       1       2       3

Comments: \_\_\_\_\_

*Professional Experience*      0       1       2       3

Comments: \_\_\_\_\_

*Interpersonal Skills*      0       1       2       3

Comments: \_\_\_\_\_

*SBC Cultural Alignment*      0       1       2       3

Comments: \_\_\_\_\_

**Overall Rating** (Sum from above ratings): \_\_\_\_\_

**Recommendation: Not Selected**   
Score of 0 – 5

**Additional Consideration**   
Score of 6 – 10

**Verbal Offer**   
Score of 11 - 15

**Additional Comments:**

Note: A summary of all of the Interview Evaluations for each candidate must be provided to the HR Department.