

Fairmont State University

STAFF - CONFIDENTIAL INTERVIEW EVALUATION FORM

(Please TYPE or PRINT legibly in BLACK INK)

DIRECTIONS: Each interviewer must complete a separate evaluation sheet for every interviewee. The evaluations must remain confidential. Any legally allowable comments may be recorded on this form. An interviewer may not ask questions related to sex, age, marital status, race, religion, children, intent to remain in the area, convictions of crime, etc. Questions regarding work ability and experience may be asked.

Characteristics listed below are applicable to most staff positions. The interviewer should feel free to add criteria unique to the position for which the interview is conducted, so long as every applicant is evaluated by the same criteria. Additional criteria must be approved by the Vice President/Human Resources prior to being used. The rater is encouraged to use his/her own scale and make comments as appropriate.

Applicant's Name _____ Date _____

Position Applied For _____ Requisition No. _____

IMPORTANT: Sections 1-7 require comments by interviewer.

NUMERICAL RATING: 1 = Weak 5 = Strong

1. WORK EXPERIENCE 1 2 3 4 5

2. PREPARATION/TRAINING/EDUCATION 1 2 3 4 5

3. ORAL EXPRESSION 1 2 3 4 5

4. CREATIVITY/ENERGY LEVEL 1 2 3 4 5

5. SUMMARY OF STRENGTHS

6. SUMMARY OF WEAKNESSES (if no weaknesses are apparent, please state "no weaknesses apparent").

7. RECOMMEND FOR HIRE? Please state "yes" or "no" with comment: _____

TOTAL # OF POINTS _____

SIGNATURE OF INTERVIEWER _____