



**CLASSIFIED PERSONNEL INTERVIEW ASSESSMENT**

Individual Interview

Team Interview  
 (submit group rating only)

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Position Desired \_\_\_\_\_

Circle the number in each category which best represents your opinion of the suitability of this applicant for employment.

	1 - Superior	2 - Excellent	3 - Good	4 - Fair	5 - Poor	6 - Not Observed
Qualifications	Ratings					Comments
<u>Personal</u>						
1. Self expression and speech	1	2	3	4	5	6
2. Confidence	1	2	3	4	5	6
3. Evidences of good interpersonal relationships	1	2	3	4	5	6
4. Tact	1	2	3	4	5	6
5. Enthusiasm and initiative	1	2	3	4	5	6
6. Appearance	1	2	3	4	5	6
7. Maturity	1	2	3	4	5	6
<u>Professional</u>						
8. Knowledge of job requirements	1	2	3	4	5	6
9. Relevant experiences	1	2	3	4	5	6
10. Willingness to work	1	2	3	4	5	6
11. Willingness to learn	1	2	3	4	5	6
12. Level of aptitude for position	1	2	3	4	5	6
13. Willingness to accept criticism	1	2	3	4	5	6

14. Do you recommend this applicant for employment?

\_\_\_\_\_ Recommend highly                      \_\_\_\_\_ Recommend with reservations  
 \_\_\_\_\_ Recommend                                      \_\_\_\_\_ Do not recommend

The contents of this evaluation are for the purpose of pre-employment information and are considered **CONFIDENTIAL**. They will not be shared with the applicant.

\_\_\_\_\_  
 Signature of Interviewer/Team Chairman

\_\_\_\_\_  
 Date