**COMPANY NAME**

**INTERVIEW ASSESSMENT FORM**

|  |  |
| --- | --- |
| Candidate: | Position Title: |
| Date/Time of interview: | Interviewer(s): |
| Form completed by: |  |

***Rating Key - NS****: NOT SATISFACTORY;* ***S****: SATISFACTORY;* ***VS****: VERY SATISFACTORY;* ***NA****: NOT APPLICABLE*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Comments: (Be very specific; support your rating)** | **NS** | **S** | **VS** | **NA** |
| **Experience**(as it relates to the position) |   |   |   |   |   |
| **Education/Training** (relevant to position) |   |   |   |   |   |
| **Communication Skills**(written and verbal) |   |   |   |   |   |
| **Interest in and knowledge of** **the position and NKU** |   |   |   |   |   |
| **Presentation**(promptness, neatness of resume/application, appearance) |   |   |   |   |   |
| **Problem Solving Skills** |   |   |   |   |   |
| **Computer Skills** (consistent with those required to perform the duties of the position) |   |   |   |   |   |
| **Job Stability** |   |   |   |   |   |
| **Other Job-Related Criteria**(specify) |  |  |  |  |  |
| **Other Job-Related Criteria**(specify) |  |  |  |  |  |

<!-- ------------------------- --><!-- END OF CONVERTED OUTPUT --><!-- ------------------------- -->**Please circle your responses to the following questions:**

1. The applicant has the knowledge, skills, and abilities to perform the duties of this position:

Strongly Agree Agree Disagree Could not determine

1. The applicant views this position with excitement and enthusiasm:

Strongly Agree Agree Disagree Could not determine

1. The applicant has the appropriate level of experience necessary for this position:

Strongly Agree Agree Disagree Could not determine

1. The applicant displayed the ability to participate effectively in a team environment and motivate and lead the staff (if applicable):

Strongly Agree Agree Disagree Could not determine

1. The applicant displayed ability to communicate well with all constituents.

Strongly Agree Agree Disagree Could not determine

1. The applicant should be included in the final list of recommended applicants:

Strongly Agree Agree Disagree Could not determine

**Candidate’s Strengths: Candidates Weaknesses:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please provide any additional comments you have about this candidate:**

**This document is for general information purposes only. While we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, or suitability with respect to the content of this document.**

**In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the use of the documents.**