

FROM THE OFFICE OF FINANCE & ADMINISTRATION  
**INTERVIEW: CANDIDATE EVALUATION FORM**

Name of Applicant: \_\_\_\_\_

Position: \_\_\_\_\_

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

ANSWER THE FOLLOWING QUESTIONS AS THEY PERTAIN TO THE REQUIREMENTS OF  
THE JOB:

**Education** – Does the candidate have the appropriate educational qualifications or training for this position?

- Excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments

**Relevant Job Experience** – Has the candidate acquired similar skills or qualifications through past work experiences?

- Excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments

**Supervisory Experience** – Does the candidate have the necessary experience supervising others?

- Excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments

**Leadership Experience** – Does the candidate have the necessary leadership skills?

- Excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments

**Technical Skills** – Does the candidate have the technical skills necessary for this position?

- Excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments

**Interpersonal Skills** – Does the candidate articulate ideas clearly both written and orally?

- Excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments

**Time Management** – Does the candidate demonstrate the ability to manage time independently and work efficiently?

- Excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments

### Strengths

Comments

### Weaknesses

Comments

### Overall Ranking

- Excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments

Salary Expectations: \_\_\_\_\_

Date Candidate Available to Begin Work: \_\_\_\_\_

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

Date of Interview: \_\_\_\_\_