



Interview Notes Template

Job Requisition:

Candidate Name:

Date of Interview: _

Interview Format: In Person Phone Skype

Did the candidate self-identify for any of the hiring preference categories (Veteran, Surviving Spouse of a Veteran, Orphan of a Veteran, or Former Foster Youth)? Yes No

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent
Q1:	1	2	3	4	5
Response Notes:					
Q2:	1	2	3	4	5
Response Notes:					
Q3:	1	2	3	4	5
Response Notes:					
Q4:	1	2	3	4	5
Response Notes:					
Q5:	1	2	3	4	5
Response Notes:					
Q6:	1	2	3	4	5
Response Notes:					

Candidate Name: _____

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent
Q7:	1	2	3	4	5
Response Notes:					
Q8:	1	2	3	4	5
Response Notes:					
Q9:	1	2	3	4	5
Response Notes:					
Communication Skills	1	2	3	4	5
<ul style="list-style-type: none">• Establishes and maintains appropriate eye contact throughout the interview• Appears poised and professional• Communicates effectively					
Knowledge of Job	1	2	3	4	5
<ul style="list-style-type: none">• Able to relate present skills to job• Communicates job objective and explains why job is wanted• Makes known skills/abilities relevant to job being sought					
Total Score					

Overall Impression:

In your own words, please describe your overall impression of this candidate and why you believe this candidate is suitable or not suitable for this position.

Interviewer Name:

Interviewer Signature: