

Interviewer's Evaluation Sheet

Developing an application checklist enables you to put some rigour and objectivity into your interviewing. Conducting interviews is a very subjective experience. Keeping notes after each interview (especially if you have a number of applicants) acts as a reminder and enables you to be a little more objective. Below is an example checklist.

Position _____	Location _____
Applicant's name _____	Date _____
1. Formal qualifications (<i>Meets them , exceeds them, equivalent experience</i>) Comments _____	
2. Experience (<i>highly relevant, meets the minimum requirements, appropriate, not appropriate</i>) Comments _____	
3. Professional/technical knowledge (<i>very knowledgeable, demonstrates a high degree of knowledge of related field, meets minimum requirements</i>) Comments _____	
4. Interpersonal skills (<i>A very good ability to persuade and influence others, strong communicator, moderately sociable and persuasive, might have problems relating and influencing others, would not relate effectively to others</i>) Comments _____	
4. Problem-solving Skills (<i>Demonstrated high degree of understanding and experience, reasonably strong, lacked an understanding and knowledge</i>) Comments _____	

Example Evaluation Sheet cont'd.

5. Reason for leaving last position (*More responsibility and remuneration, career development opportunity, location, not currently in a position*)

Comments _____

6. Salary expectations

7. Availability (*Starting date*)

8. Overall evaluation (*highly recommended, acceptable, not recommended*)

Comments _____

7. Decision (*Hired, not hired*)

Comments _____

Interviewer's name: _____ **Date** _____