

INTERVIEWER RATING SHEET

CLASSIFIED & SPECIALIST POSITIONS

For Internal Use Only

Applicant _____

Position _____

Department _____

Interviewer _____ Date _____

NOTE TO INTERVIEWER:

01. Objectively complete this form immediately after the interview.
02. In the interview **DO NOT** discuss salary or make a commitment to hire.
03. Use application form as a guideline in interviewing applicant and the "Interview Do's and Don't's" supplied by the Human Resources Office.
04. Rating of "outstanding" and "poor" require that comments be made.

QUALIFICATIONS:

01. Technical Ability as related to the job.

Outstanding Very Good Good Fair Poor

Comments: _____

02. Training as related to the position.

Outstanding Very Good Good Fair Poor

Comments: _____

03. **Attitude:** This factor appraises the applicant's open-mindedness and willingness to cooperate.

Outstanding Very Good Good Fair Poor

Comments: _____

04. **Ability to Communicate:** (Consider only if job related.) If related, analyze verbal and written skills.

Outstanding Very Good Good Fair Poor

Comments: _____

05. **Additional Job-Related Comments:** _____

06. **Overall Rating:** _____

❖❖❖ THIS SECTION MUST BE COMPLETED ❖❖❖

I recommend without reservation: _____

I recommend with the following reservations or stipulations: _____

I do not recommend: _____

Signature of Interviewer: _____