

Hourly Positions Interview Evaluation Form

Name of Candidate: _____ Date of Interview: _____

Position Being Considered For: CSC SA RSA Shuttler Admin. Hourly

Location: _____ Interviewer: _____

Directions: Complete this form immediately upon conclusion of each interview. The purpose of the evaluation is to provide a framework to help the Hiring Manager evaluate and recall a candidate's interview. Please circle the number you feel is appropriate. In addition, please take or record notes regarding the candidate's skill set in the space provided. The rating below is on a 1 to 4 basis: **1 = Does Not Meet; 2 = Partially Meets; 3 = Fully Meets; 4 = Exceeds**

Note: If you need to take additional notes, please use the back of the form.

CATEGORIES	RATING				COMMENTS
BUSINESS PERSPECTIVE Work / Business Experience Appropriate background, qualifications and experience to do the job and work in the environment.	1	2	3	4	
Problem Solving Judgment / Persuasiveness Shows ability to analyze and determine solutions to business situations and communicate solutions effectively.	1	2	3	4	
Customer Focus Shows ability to identify customer's (internal and/or external) needs and meet or exceed expectations.	1	2	3	4	
ACTION Initiative / Teamwork Shows ability to be a self starter, work well with others and be flexible and decisive.	1	2	3	4	
Overall Impact Ability to handle the job requirements and thrive in the work environment.	1	2	3	4	

Overall Assessment and Recommendation:

- High** Interested in candidate and would like to proceed with the next step.
- Medium** May be interested after further candidates are evaluated.
- Low** Not Interested In Candidate.