

## CANDIDATE INTERVIEW EVALUATION

In objective work-related terms, evaluate the applicant's background, experience, education and skills, and provide your recommendation for hire.

<b>Candidate Name</b>	<b>Interview Date</b>	<b>Req #</b>
<b>Position</b>	<b>Interviewer</b>	
<b>Hiring Manager</b>	<b>Recruiter</b>	

<b>Essential Function Number 1</b> List an essential function for this position.							
<b>Performance Indicators</b> What did the candidate share to indicate their ability to perform this essential function?							
<b>Assessment</b>							
<b>Strong</b>		<b>Capable</b>		<b>Marginal</b>		<b>Not a Fit</b>	

<b>Essential Function Number 2</b> List an essential function for this position.							
<b>Performance Indicators</b> What did the candidate share to indicate their ability to perform this essential function?							
<b>Assessment</b>							
<b>Strong</b>		<b>Capable</b>		<b>Marginal</b>		<b>Not a Fit</b>	

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<b>Essential Function #3</b> List an essential function for this position.							
<b>Performance Indicators</b> What did the candidate share to indicate their ability to perform this essential function?							
<b>Assessment</b>							
<b>Strong</b>		<b>Capable</b>		<b>Marginal</b>		<b>Not a Fit</b>	

<b>Essential Function #4</b> List an essential function for this position.							
<b>Performance Indicators</b> What did the candidate share to indicate their ability to perform this essential function?							
<b>Assessment</b>							
<b>Strong</b>		<b>Capable</b>		<b>Marginal</b>		<b>Not a Fit</b>	

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<b>Essential Function Number 5</b>						
List an essential function for this position.						
<b>Performance Indicators</b>						
What did the candidate share to indicate their ability to perform this essential function?						
<b>Assessment</b>						
<b>Strong</b>		<b>Capable</b>		<b>Marginal</b>		<b>Not a Fit</b>

<b>Employer Expectations</b>						
<b>Learning</b>						
Every new employee is expected to learn about employer policies, systems, and practices as they relate to their job.						
List a few examples of things an employee in this position is expected to learn during their initial employment period.				What did the candidate share to show their ability to learn Employer policies, systems, and practices?		
<b>Assessment</b>						
<b>Strong</b>		<b>Capable</b>		<b>Marginal</b>		<b>Not a Fit</b>

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<b>Employer Expectations</b>							
<b>Collaboration</b> Employer depends on employee collaboration. Our best ideas depend on people working together to define issues, consider possible solutions, and follow through on commitments to take action.							
List a few examples where an employee in this position is expected to collaborate with others.				What did the candidate share to show their ability to collaborate with others to resolve issues?			
<b>Assessment</b>							
<b>Strong</b>		<b>Capable</b>		<b>Marginal</b>		<b>Not a Fit</b>	

<b>Employer Expectations</b>							
<b>Change and Adaptation</b> Employer operates in a dynamic environment where frequent changes and adjustments are necessary. Employees must adapt to quickly adapt to new or unplanned expectations.							
List a few examples of change an employee in this position might face and be expected to adapt to in order to succeed.				What did the employee share to show their ability to adapt to change as a regular part of their job?			
<b>Assessment</b>							
<b>Strong</b>		<b>Capable</b>		<b>Marginal</b>		<b>Not a Fit</b>	

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<b>Overall Assessment</b>
A hiring decision predicts a candidate's ability to contribute to the success of Employer. Complete the following sentence with a list of bullet points:
If we hire this candidate for this position, Employer will be better able to:

<b>Recommendation:</b>	
<input type="checkbox"/>	Hire
<input type="checkbox"/>	Hold for future consideration
<input type="checkbox"/>	Background not suitable for this position. Refer to: _____
<input type="checkbox"/>	Do Not Hire (State reason in Comments section below)
Interviewer Signature:	Date