**JUNIATA COLLEGE**

Interview Evaluation Form

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| --- | --- |
| Name of Candidate: |  |
|  | |
| Position Opening : |  |
|  | |
| Date of Interview : |  |

Evaluation of Skills Required to Perform the Job:

Strengths of Candidate:

Weaknesses of Candidate:

Overall Evaluation of Candidate:

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Signature of Interviewer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Note:** Questions directed to candidates should be job related only. Try to keep questions and issues similar for each of the candidates so that you are able to form a direct comparison. Focus the interview on areas of the position description and on issues you feel the candidate will have to face. Give each candidate a fair hearing. Listen to the questions of the candidates and try to be helpful as they raise concerns.

Please return this form to Hiring Manager upon the departure of each candidate.