

Sample of Candidate Interview Evaluation Form (Numeric Scale)

Rating Key:
9-10 – Above Average: Consistently exceeds position requirements; demonstrates strong skills, judgment, and professionalism.
7-8 – Average: Fully meets position requirements; solid, dependable performance.
5-6 – Below Average: Meets some but not all requirements; noticeable gaps in skill or judgment.
1-4 – Not Acceptable: Fails to meet requirements; performance or responses raise significant concerns.

Candidate Name: _____

Position: _____

Date: _____

Panel Member: _____

1. Speech & Communication Skills – Ability to express ideas clearly, decisively, logically, and convincingly.

Score (1-10): _____

Comments: _____

2. Self-Confidence & Initiative – Willingness to take on new responsibilities, adapt to change, and follow tasks through to completion.

Score (1-10): _____

Comments: _____

3. Alertness & Comprehension – Grasps ideas quickly, demonstrates situational awareness, and understands instructions promptly.

Score (1-10): _____

Comments: _____

4. Judgment & Self-Control – Responds to problems calmly and practically, maintains composure under stress.

Score (1–10): ____

Comments: _____

5. Attitude & Suitability for { } – Demonstrates professionalism, integrity, and commitment.

Score (1–10): ____

Comments: _____

6. Relevant Work Experience – Demonstrated experience handling responsibilities similar to the role.

Score (1–10): ____

Comments: _____

7. Technical Knowledge & Skills – Knowledge of principles, procedures, and protocols.

Score (1–10): ____

Comments: _____

8. Interpersonal Skills & Teamwork – Ability to work effectively with diverse populations and collaborate with peers.

Score (1–10): ____

Comments: _____

9. Motivation & Enthusiasm for the Role – Shows genuine interest in serving the UMB community and understanding its mission.

Score (1–10): ____

Comments: _____

10. Customer Service & Community Engagement – Commitment to service, conflict resolution, and positive community interactions.

Score (1-10): _____

Comments: _____

Total Score: _____ / 100

Final Thoughts / Recommendations

Sample of Candidate Interview Evaluation Form (Descriptive Scale)

Rating Key:
Above Average: Consistently exceeds position requirements; demonstrates strong skills, judgment, and professionalism.
Average: Fully meets position requirements; solid, dependable performance.
Below Average: Meets some but not all requirements; noticeable gaps in skill or judgment.
Not Acceptable: Fails to meet requirements; performance or responses raise significant concerns.

Candidate Name: _____

Position: _____

Date: _____

Panel Member: _____

1. Speech & Communication Skills – Ability to express ideas clearly, decisively, logically, and convincingly.

☐ Above Average ☐ Average ☐ Below Average ☐ Not Acceptable

Comments: _____

2. Self-Confidence & Initiative – Willingness to take on new responsibilities, adapt to change, and follow tasks through to completion.

☐ Above Average ☐ Average ☐ Below Average ☐ Not Acceptable

Comments: _____

3. Alertness & Comprehension – Grasps ideas quickly, demonstrates situational awareness, and understands instructions promptly.

☐ Above Average ☐ Average ☐ Below Average ☐ Not Acceptable

Comments: _____

5. Attitude & Suitability for { } – Demonstrates professionalism, integrity, and commitment.

☐ Above Average ☐ Average ☐ Below Average ☐ Not Acceptable

Comments: _____

6. Relevant Work Experience – Demonstrated experience handling responsibilities similar to the role.

☐ Above Average ☐ Average ☐ Below Average ☐ Not Acceptable

Comments: _____

7. Technical Knowledge & Skills – Knowledge of principles, procedures, and protocols.

☐ Above Average ☐ Average ☐ Below Average ☐ Not Acceptable

Comments: _____

8. Interpersonal Skills & Teamwork – Ability to work effectively with diverse populations and collaborate with peers.

☐ Above Average ☐ Average ☐ Below Average ☐ Not Acceptable

Comments: _____

9. Motivation & Enthusiasm for the Role – Shows genuine interest in serving the UMB community and understanding its mission.

☐ Above Average ☐ Average ☐ Below Average ☐ Not Acceptable

Comments: _____

10. Customer Service & Community Engagement – Commitment to service, conflict resolution, and positive community interactions.

☐ Above Average ☐ Average ☐ Below Average ☐ Not Acceptable

Comments: _____

Final Thoughts / Recommendations
