

INTERVIEW RATING GUIDE

Applicant's Name _____ Position Interviewed For _____

INSTRUCTIONS: Rate the applicant on his or her suitability for the position for which he or she is applying. To help you, nine traits are listed below to assist you in arriving at a rating. These traits are not meant to be all-inclusive, but are presented to assist you in arriving at a numerical rating. The statements under each trait are, again, an aid in determining a rating. Your final rating of the candidate will be shown in *Item 9 - Suitability for this Position*. Should you determine additional traits apply to your organization's needs, space is provided for recording these impressions under *General Comments*.

1. **APPEARANCE:** Consider the applicant's personal appearance, bearing in mind the requirements of the position. Does he or she present a satisfactory appearance as a representative of the company?
Observe: dress, neatness, posture, sitting position, facial expressions, mannerisms.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unacceptable			Unsatisfactory			Acceptable w/reservations			Acceptable			Outstanding		

2. **PHYSICAL CAPACITY:** Consider the essential job functions and the applicant's physical ability to perform the duties of the position with or without accommodation. If the position requires heaving lifting or bending, does he or she possess the physical strength to do so?

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unacceptable			Unsatisfactory			Acceptable w/reservations			Acceptable			Outstanding		

3. **ABILITY TO GET ALONG WITH PEOPLE:** Consider the applicant's attitude toward the interviewer. Does he or she appear to be friendly, polite, and likable? Does the applicant command respect? Is he or she over-sensitive to criticism? Is there antagonism, indifference, or a cooperative attitude?

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unacceptable			Unsatisfactory			Acceptable w/reservations			Acceptable			Outstanding		

4. **COMMUNICATION SKILLS:** Consider the applicant's choice of words, sentences, phrases and use of slang. *Observe: use of simple and correct grammar, hesitations, needless repetitions, technical word usage, logical presentation, coherence of thoughts.*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unacceptable			Unsatisfactory			Acceptable w/reservations			Acceptable			Outstanding		

5. **SELF-CONFIDENCE:** Consider the applicant's self-confidence. Is he or she nervous and ill-at-ease or poised and relaxed? Does the applicant appear to be uncertain or hesitant about his or her ideas?
Observe: embarrassment, stammering, tension, poise, hesitation, lack of confidence, over-confidence.

1 2 3	4 5 6	7 8 9	10 11 12	13 14 15
Unacceptable	Unsatisfactory	Acceptable w/reservations	Acceptable	Outstanding

6. **INTELLIGENCE:** Consider the applicant’s external demonstration of intelligence. Does he or she appear to grasp concepts easily? Is he or she a good listener? Does the applicant ask thoughtful and intelligent questions?

1 2 3	4 5 6	7 8 9	10 11 12	13 14 15
Unacceptable	Unsatisfactory	Acceptable w/reservations	Acceptable	Outstanding

7. **EXPERIENCE/JOB KNOWLEDGE:** Consider the applicant’s work history. Does he or she have the minimum experience required for the job? Is he or she familiar with the techniques, processes, procedures, products, equipment, and materials required to do the job?

1 2 3	4 5 6	7 8 9	10 11 12	13 14 15
Unacceptable	Unsatisfactory	Acceptable w/reservations	Acceptable	Outstanding

8. **AMBITION:** Consider the applicant’s motivation level. Does he or she appear eager to get the job and motivated to succeed? Although the applicant may be “qualified” for the job, is this a job that will really interest him or her, or is he or she just looking for anything?

1 2 3	4 5 6	7 8 9	10 11 12	13 14 15
Unacceptable	Unsatisfactory	Acceptable w/reservations	Acceptable	Outstanding

9. **SUITABILITY FOR THIS POSITION:** Consider the applicant’s potential for success. Does he or she reply readily to questions asked? Are his or her ideas original? Are the applicant’s statements convincing and appropriate? Is there evidence of leadership? Does he or she speak out voluntarily at proper times? Does the applicant have a definite interest in this work? Is he or she too eager for promotion? *Observe: alertness, responsiveness, tact, cooperation, enthusiasm.*

1 2 3	4 5 6	7 8 9	10 11 12	13 14 15
Unacceptable	Unsatisfactory	Acceptable w/reservations	Acceptable	Outstanding

GENERAL COMMENTS: _____

SIGNATURE OF INTERVIEWER _____ DATE _____

TOTAL SCORE _____ OUT OF 135