



Employment Interview Analysis

Following any employment interview, it's a good idea to record your perceptions of the applicant in a standard, organized way. Not only will this help you remember details about the applicant that you might otherwise forget, it will also help you evaluate and compare different applicants in a way that is fair and accurate. It's best to prepare your notes immediately after an interview; this way, your memory is fresh.

Attached is an employment interview analysis form, which allows you to numerically rate the applicant according to a variety of traits. After completing the form, you can add up the total points you gave to the individual; total scores can be compared for an apples-to-apples comparison of applicants.

Interview Analysis Form

Applicant Name: _____

Position Applied for: _____

Date of Interview: _____

Interviewer's name: _____

Rate the applicant using the following scale:

- 0 points:** **Unsatisfactory.** Demonstrated a clear lack of the traits necessary for the position.
- 1 point:** **Below average.** Does not meet minimal standards.
- 2 points:** **Satisfactory.** Candidate has the minimum traits necessary, although did not exceed expectations.
- 3 points:** **Very Good.** Candidate surpasses our expectations of the “average” candidate.
- 4 points:** **Outstanding.** Demonstrates highest capacity.

<i>Knowledge of Industry, Job, and Related Topics</i>	1	2	3	4	5
<i>Experience</i>	1	2	3	4	5
<i>Motivation/Ambition</i>	1	2	3	4	5
<i>Poise/Presentation</i>	1	2	3	4	5
<i>Insight/Perceptiveness</i>	1	2	3	4	5
<i>Interest in Position, Company</i>	1	2	3	4	5
<i>Communication Ability</i>	1	2	3	4	5
<i>Personality</i>	1	2	3	4	5

TOTAL SCORE: _____