ST. ANDREW
UNITED METHODIST CHURCH

Candidate Interview Evaluation Form

_____

CANDIDATE'S NAME   DATE

_____

INTERVIEWED BY

SCORING

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 – Exceptional | **4** – Above Average | **3** – Average | **2** – Satisfactory | **1** – Unsatisfactory

_____

Educational Background | Does the candidate have the appropriate educational qualifications or training
for this position?

Rating: ❏ 1 | ❏ 2 | ❏ 3 | ❏ 4 | ❏ 5 | ❏ N/A

Comments:

Prior Work Experience | Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: ❏ 1 | ❏ 2 | ❏ 3 | ❏ 4 | ❏ 5 | ❏ N/A

Comments:

Technical Qualifications/Experience | Does the candidate have the technical skills necessary for this position?

Rating: ❏ 1 | ❏ 2 | ❏ 3 | ❏ 4 | ❏ 5 | ❏ N/A

Comments:

Administrative and Budgetary Experience (Financial Planning, Staff Supervision, Management of Resources) | Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: ❏ 1 | ❏ 2 | ❏ 3 | ❏ 4 | ❏ 5 | ❏ N/A

Comments:

Leadership Ability | Did the candidate demonstrate the leadership skills necessary for this position?

Rating: ❏ 1 | ❏ 2 | ❏ 3 | ❏ 4 | ❏ 5 | ❏ N/A

Comments:

Preparation for Interview | Was the candidate adequately prepared for the interview?

Rating: ❏ 1 | ❏ 2 | ❏ 3 | ❏ 4 | ❏ 5 | ❏ N/A

Comments:

Communication Skills | How were the candidate's communication skills during the interview?

Rating: ❏ 1 | ❏ 2 | ❏ 3 | ❏ 4 | ❏ 5 | ❏ N/A

Comments:

Candidate Enthusiasm | How much interest did the candidate show in the position?

Rating: ❏ 1 | ❏ 2 | ❏ 3 | ❏ 4 | ❏ 5 | ❏ N/A

Comments:

Overall Impression and Recommendation | Final comments and recommendations for proceeding with this candidate.

Rating: ❏ 1 | ❏ 2 | ❏ 3 | ❏ 4 | ❏ 5 | ❏ N/A

Comments: