

CANDIDATE EVALUATION FORM

Interviewer _____ Date _____

Candidate Name _____ Position _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates' overall qualifications for the position to which they have applied. Under each heading the interviewer should circle the appropriate numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following.

5 – Outstanding **4** – Above Average **3** – Average **2** – Below Average **1** – Unsatisfactory

Please write **NR** if question is not applicable or you have no basis for opinion

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

Rating: 5 4 3 2 1

Comments:

Prior Work Experience – Has the candidate acquired similar skills or qualifications through past work experiences?

Rating: 5 4 3 2 1

Comments:

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

Rating: 5 4 3 2 1

Comments:

Verbal Communication – How were the candidate's communication skills during the interview? (answers to questions, effectiveness of conveying thoughts and ideas, body language)

Rating: 5 4 3 2 1

Comments:

Candidate Enthusiasm – How much interest did the candidate show in the position and the School?

Rating: 5 4 3 2 1

Comments:

Knowledge of Juilliard – Did the candidate research the School prior to the interview?

Rating: 5 4 3 2 1

Comments:

Teambuilding/Interpersonal Skills – Did the candidate demonstrate, through his/her answers, good teambuilding/interpersonal skills and multicultural sensitivity?

Rating: 5 4 3 2 1

Comments:

Initiative – Did the candidate demonstrate, through his/her answers, a high degree of initiative?

Rating: 5 4 3 2 1

Comments:

Customer Service – Did the candidate demonstrate, through his/her answers, a high level of customer service skills/abilities?

Rating: 5 4 3 2 1

Comments:

Overall Impression and Recommendation – Final comments and recommendations for proceeding with the candidate.

Rating: 5 4 3 2 1

Comments:
