Interview Evaluation Form for Non-Managerial Candidates

Name of Applicant:_____   **Reviewer's Name:**_____

To be used as a guide to evaluate the applicant's qualifications for administrative positions. The numeric value corresponds to the applicant's level of qualification. Additional comments can be provided.

Rating Scale: 3. **Excellent—exceeds requirements**   1. **Below Average—does not meet requirements.**
2. **Competent—acceptable proficiency**

	Rating			
	3	**2**	**1**	**N/A**
Oral Communication Skills: Ability to effectively communicate points in a manner consistent with the needs of this position.				
Computer Skills: Level of experience with software programs such as Microsoft Office products.				
Attention to Detail: Ability to achieve thoroughness and accuracy when accomplishing a task				
Organization / Managing Deadlines: Ability to maintain a level of organization as well as manage competing priorities to meet deadlines				
Customer Service: Ability to provide service to internal and external customers resulting in customer satisfaction				
Internal Relations: Ability to effectively work with colleagues to achieve shared goals				
Experience and Background: Level of experience in an administrative role/formal education & certifications.				
Culture Fit: Impression of how this person would blend with Loyola's Jesuit Catholic identity.				
Overall Evaluation*: Summary of your perceptions of the candidate's strengths/weaknesses. (Note any concerns that should be considered.) ***Overall evaluation of less than 3.0 can be anywhere from 1.0 to 2.9**	<u>3.0</u>	<u>2.0 to 2.9</u>	<u>1.0 to 1.99</u>	