

Interview Rating Scale

Applicant _____ Interview Date _____

Position Title _____ Time _____

Skills	Excellent	Average	Poor
Basic Typing (Forms, Correspondence, reports)			
Math Skills (Calculates vacation and sick leave accruals)			
Recordkeeping (filing, working with forms, accuracy)			
Oral & Written Skills (Communication; explain procedures)			
Public Contact			
Ability to Work (Completing projects, etc.)			
Dependability			
Tact & Diplomacy			

___ Recommend for position without reservation

___ Recommend for position with some reservation (please attach reasons)

___ Cannot recommend for position (please attach reasons)

Other comments: