**INTERVIEW COMMENT SHEET**

**Posting ID# & Job Title:**

**Name of Applicant:**

**Date of Interview:**

**Instructions:** Rank the interviewee in each of the categories below on a scale from 1-4 (1=Fails, 2=Marginal, 3=Meets, 4=Exceeds), based on their interview. Briefly comment on their qualifications in each category in the space provided. Also, complete the additional questions (#8-9) below.

|  |  |
| --- | --- |
| **1. EDUCATIONAL REQUIREMENT:**      | **SCORE****Insert Score/4pts** |
| **2. EXPERIENCE REQUIREMENT:**       | **Insert Score/4pts** |
| **3. KNOWLEDGE:**       | **Insert Score/4pts** |
| **4. ABILITIES & SKILLS:**       | **Insert Score/4pts** |
| **5. SECONDARY QUALIFICATIONS:**       | **Insert Score/4pts** |
| **6. GENERAL OVERALL ABILITY TO PERFORM JOB FUNCTIONS & COMPATIBILITY TO JOB REQUIREMENTS:**       | **Insert Score/4pts** |
| **7. PRESENTATION:**       | **Insert Score/4pts** |
| **TOTAL** | **0/28pts** |

**Name and Signature of Interviewer**:

**Additional Questions:**

|  |
| --- |
| **8. IS THE APPLICANT A CURRENT RCUH EMPLOYEE? IF “YES”, PLEASE EXPLAIN:**       |
| **9. IS THE APPLICANT A CURRENT GOVERNMENTAL AGENCY EMPLOYEE? IF “YES”, PLEASE EXPLAIN:**       |