**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:**

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| **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:** |