GREAT NECK PUBLIC SCHOOLS **Human Resources Department**

INTERVIEW EVALUATION FORM: ROUND #_____

(THIS FORM MUST BE RETURNED TO HUMAN RESOURCES WITH INTERVIEW MATERIALS)

Each selection committee member should complete one *Interview Evaluation Form* for each candidate. Use the scoring scale below to determine a component score.

Candidate: _____ **Position**: _____

Date: _____ **Start Time:** _____ **End Time:** _____ **Interviewer:** _____

Interview Components	Notes	Score: 1-4
	Scoring Scale → 1-Unsatisfactory 2-Fair 3-Good 4-Excellent	
Impressions & Demeanor: Appropriate dress and manners. Presents as knowledgeable, confident and appropriate.		
Communication Skills: Speaks clearly and uses proper grammar; expresses thoughts succinctly and cogently.		
Responses to Questions: Answers all questions appropriately. Able to think on his/her feet. Answers are detailed and indicate understanding of the questions.		
Preparation: Demonstrates evidence of preparation, including knowledge about the district and position.		
Experience & Knowledge: Demonstrates thorough knowledge of job responsibilities. Responses show appropriate experience necessary for success in the position.		
Values & Needs: Conversations/answers are appropriate to the values and needs of this position.		
Writing Sample:		
Quality of Overall Interview:		

Notes ***(please use the other side of this form if additional space is needed)*:**

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Candidate: _____ **Position**: _____

Date: _____ **Start Time:** _____ **End Time:** _____ **Interviewer:** _____

Additional Notes: