# INTERVIEW EVALUATION FORM

## [Travel Agency Name]

[Street Address]

[City, ST ZIP Code]

p [Phone] | f [Fax] | [Website] | [Email]

Candidate evaluation forms are to be completed by the interviewer to rank the candidate’s overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided.

|  |  |
| --- | --- |
| **CANDIDATE INFORMATION** | |
| Name |  |
| Interviewer Name |  |
| Job Title |  |
| Date |  |

|  |  |
| --- | --- |
| Does the candidate have the appropriate educational qualifications or training for this position? | Choose an item. |
| Has the candidate acquired necessary skills or qualifications through past work experiences? | Choose an item. |
| Does the candidate have the technical skills necessary for this position? | Choose an item. |
| Does the candidate demonstrate the knowledge of these areas necessary for this position? | Choose an item. |
| Did the candidate demonstrate the leadership skills necessary for this position? | Choose an item. |
| Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? | Choose an item. |
| How were the candidate’s communication skills during the interview? | Choose an item. |
| How much interest did the candidate show in the position? | Choose an item. |
| Final comments and recommendations for proceeding with this candidate. | Choose an item. |
| Other | Choose an item. |

### Additional comments

[Response]

## Verification

|  |  |  |  |
| --- | --- | --- | --- |
| By signing this form, you confirm that you have done this evaluation in detail. Signing this form does not necessarily indicate that you agree with this evaluation. | | | |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |