

# Interview Rating Form

DATE: \_\_\_\_\_

**IMPORTANT:** This form is a tool to help ensure we hire only quality people with excellent chances for success. It also helps to identify problems that could result if we hired this person. Complete this form immediately after the interview.

APPLICANT: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

*Instructions: Rate the applicant in each of the traits listed below to determine suitability for the position.*

<b>INTERPERSONAL SKILLS:</b> Is applicant polite, friendly and likable? Do they have a sense of humor? Do their activities & hobbies demonstrate the ability to get along with others? Did you detect any indifference, antagonism?				
10	9	8	7	6
5	4	3	2	1
0				
High	Acceptable	Borderline	Not Acceptable	
Comments:				
<b>APPEARANCE &amp; POISE:</b> Does the applicant have the appearance, grooming and mannerisms necessary to be a satisfactory representative of our restaurant?				
10	9	8	7	6
5	4	3	2	1
0				
High	Acceptable	Borderline	Not Acceptable	
Comments:				
<b>SELF-CONFIDENCE:</b> Is the applicant poised and relaxed? Are they comfortable with his or her self? Do they exhibit a desire for challenge and responsibility versus concern over security and benefits?				
10	9	8	7	6
5	4	3	2	1
0				
High	Acceptable	Borderline	Not Acceptable	
Comments:				
<b>COMMUNICATION SKILLS:</b> Are responses easily understood? Does the applicant use good grammar; express thoughts clearly; listen well? Are there hesitations, needless repetition, and excessive use of slang?				
10	9	8	7	6
5	4	3	2	1
0				
High	Acceptable	Borderline	Not Acceptable	
Comments:				
<b>INTEREST &amp; INITIATIVE:</b> Is applicant truly interested in position or are they willing to take anything? Have they given sound reasons for seeking job? Do they appear motivated to succeed?				
10	9	8	7	6
5	4	3	2	1
0				
High	Acceptable	Borderline	Not Acceptable	
Comments:				
<b>ATTITUDE:</b> Consider relations with past employers / reasons for leaving. Did applicant show a positive or negative disposition? Did applicant relate favorable attitudes when discussing school, jobs, and life experiences?				
10	9	8	7	6
5	4	3	2	1
0				
High	Acceptable	Borderline	Not Acceptable	
Comments:				
<b>EXPERIENCE &amp; JOB SKILLS:</b> Does this position require prior experience? Can applicant perform this job without extensive training? Could applicant answer technical questions relating to performing job functions?				
10	9	8	7	6
5	4	3	2	1
0				
High	Acceptable	Borderline	Not Acceptable	
Comments:				
<b>TOTAL SCORE</b> _____ <b>DIVIDED BY 7 =</b> _____				
<b>GENERAL COMMENTS / RECOMMENDATIONS</b>				