



Interview Evaluation Form

Interviewer Name:		Interviewer Contact #:							
Interviewer role:		Candidate Name:							
Date of Interview:									
<p>Interview evaluation forms are to be completed by each 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. The numerical rating system is based on the scale below. Please mark an x under the rating.</p>									
Scale:	5 – Exceptional	4 – Above Average	3 – Average	2 – Satisfactory	1 – Unsatisfactory				
					Rating				
					5	4	3	2	1
1. Sample Question: Why are you interested in this role and what excites you about serving in the district? Comments:									
2. Sample Question: Describe a time you had to develop									
Comments:									



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	5	4	3	2	1
3. Sample Question, Tell me about a time when a? Comments:					
4. Sample Questions: What do you consider the most important aspect of leading a team? Comments:					
5. Sample Question: Why should we select you over any other candidate for this role? Comments:					
6. Sample question: One of the responsibilities stated in the job description for this role is to >>> What do you understand the Superintendent's vision for student success and education reform to be? How would you ensure that audiences have access to and understand it? Comments:					



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Total Score	_____				
Overall Impression and Recommendation – Summary of your perceptions of the candidate’s strengths/weaknesses. Final comments and recommendations for proceeding with the candidate. Comments:	Advance	Advance with reservations	Do not advance		

Before submitting this document, please make sure to check the following is completed:

- ☐ You provided your name, your contact information, and the candidate's name.
- ☐ You have typed specific comments for each question and provided a score for each question.
- ☐ You have properly calculated a total score for the candidate.
- ☐ You have provided your individual recommendation for the candidate.