

**APPLICANT APPRAISAL FORM – POST INTERVIEW**

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The purpose of this form is to help you communicate your impression of a recent job applicant. Please review the job description and applicant resume before your interview with them. You should consider drafting some questions in advance of the interview. Limit your questions to job related issues so you can be prepared to answer the questions on this form. The interview should last no more than 60 minutes, ideally 45 minutes (30 minutes for the interview and 15 minutes for the applicant to ask questions).

Be sure to fill out the form immediately after your interview, but please save your final ratings until after all applicants have been interviewed.

1. What is your impression of the applicant’s *job skills and knowledge*?

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2. Do you think the applicant can be a *valuable asset* to this company? Please explain.

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3. What do you think about this applicant’s *communication* skills?

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4. How well do you feel this applicant will be able to *work with the necessary departments and teams*?

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5. Do you believe this applicant is *truly qualified* for this job?

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6. Please give your *recommendation* regarding this applicant going to the next level of the selection process.

Not Recommended

Recommended

Appraiser's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_