

ORAL INTERVIEW EVALUATION FORM

Date: _____

City of Florissant **Position of:** _____
Applicant: _____
Evaluated by: _____

Instructions: Your evaluation should reflect the degree to which you believe the applicant possesses the job-related qualities required for successful performance in the above listed position. Circle the numerical value that most closely reflects the applicant's knowledge, skill, or ability level for each assessed job-related quality. Below each assessment area **list the behavior expressed** by the applicant that produced the numerical value marked. Do not hesitate to use "outstanding" or "unacceptable" evaluations when appropriate. After evaluating all five areas, decide and indicate whether the applicant should continue with the selection process for the position applied.

JOB RELATED QUALITIES

1. **VERBAL COMMUNICATION:** To what extent does the applicant display the ability to communicate ideas/information at a level necessary for successful performance in the position for which he/she is being evaluated?

Unacceptable (10) Weak (12) Acceptable (14) Very Good (16) Outstanding (18)

Comments: _____

2. **DEALING WITH PEOPLE:** To what extent does the applicant demonstrate the ability to effectively interact with co-workers, superiors, the public, and/or others as required for this position?

Unacceptable (10) Weak (12) Acceptable (14) Very Good (16) Outstanding (18)

Comments: _____

3. **MOTIVATION:** To what degree does the applicant express an interest and/or a willingness to perform the duties of the job? Could he/she work without unnecessarily close supervision? Will he/she come to work regularly and on time?

Unacceptable (10) Weak (12) Acceptable (14) Very Good (16) Outstanding (18)

Comments: _____

4. **GENERAL EXPERIENCE & EDUCATION BACKGROUND:** To what extent does the applicant's previous job-related experience and/or education prepare him/her for this position?

Unacceptable (10) Weak (12) Acceptable (14) Very Good (16) Outstanding (18)

Comments: _____

5. **GENERAL FITNESS FOR THE JOB:** On the basis of all the information brought out in the oral interview, what type of employee do you feel this applicant will make:

Unacceptable (20) Weak (22) Acceptable (24) Very Good (26) Outstanding (28)

Comments: _____

Should the applicant continue with the selection process: Yes No (circle one)

OVERALL SCORE _____