**Evaluation Worksheet**

The following are suggested areas to consider in your interview. Keep in mind that questions and decisions must be based on job related factors. This evaluation worksheet will become a part of the reviewable records file.

|  |
| --- |
|  Candidate’s Name: |
|  Title:  | Salary Grade: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skills | Very Good | Good | Fair | Poor | Comments |
| Cleaning |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Motivation |  |  |  |  |  |
| Customer Service |  |  |  |  |  |
| Organization |  |  |  |  |  |
| Initiative |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Factors | Very Good | Good | Fair | Poor | Comments |
| Rapport or confidence established duringthe interview |  |  |  |  |  |
| Replies to questions completely and accurately |  |  |  |  |  |
| Appearance |  |  |  |  |  |
| Work experience |  |  |  |  |  |
| Ability to make sound judgments  |  |  |  |  |  |
| Sense of responsibility shown |  |  |  |  |  |
| Ability to deal with people |  |  |  |  |  |
| Adaptable and flexible to interruptions/changes in work routine |  |  |  |  |  |
| Adaptable to highly pre-determined and repetitive activities |  |  |  |  |  |

[ ] Interested in hiring [ ] possible interest in hiring [ ]  no interest in hiring [ ]  candidate has no interest

Reasons:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_