**Virtual Interview Assessment Form**

**Date:**

**Interviewers:**

**Name of Candidate:**

**Position Interviewed For:**

**Recommendation** (H=Hire, HC=Hold for Consideration, NH=Not Hire, BQ= Better Qualified for Another Position)**:**

**Selection Criteria Matrix**

Suggested scoring system:

5 - (excellent, significantly exceeds criteria)

4 - (above average, exceeds criteria)

3 - (average, meets criteria)

2 - (below average, generally does not meet criteria)

1 - (unacceptable, significantly below criteria)

|  |  |  |
| --- | --- | --- |
|  | **Score (1-5)** | **Notes/Comments** |
| **Decision-making/judgment** |  |  |
| **Functional and technical** |  |  |
| **Communication skills** |  |  |
| **Meets educational requirements** |  |  |
| **Initiative** |  |  |
| **Problem-solving** |  |  |
| **Quality** |  |  |
| **Teamwork** |  |  |
| **Enthusiasm** |  |  |
| **Overall evaluation** |  |  |
| **Additional notes/comments** |  |  |