Interview Summary Worksheet

This form should be used in conjunction with the Interview Evaluation Form. For each candidate, enter the scores received from each interview. Add the scores down each column and record the result in the TOTAL row. Divide the total by the number of interviewers to attain the AVERAGE score. Enter the results from the AVERAGE row in the Interview Ranking Worksheet.

Candidate name:

Interviewer's Initials	Educational background	Work experience	Computer skills	Verbal communication	Written communication	Attention to detail	Initiative	Integrity	Cooperation	Stress Tolerance	Learning ability	Interpersonal skills	Attitude towards position	Professional demeanor						Overall
TOTAL																				
AVERAGE																				

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