## Interview Evaluation Form for Non-Managerial Candidates

<table>
<thead>
<tr>
<th>Name of Applicant: ______________________</th>
<th>Reviewer’s Name: ______________________________</th>
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<tbody>
<tr>
<td>To be used as a guide to evaluate the applicant’s qualifications for administrative positions. The numeric value corresponds to the applicant’s level of qualification. Additional comments can be provided.</td>
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<tr>
<td><strong>Rating Scale:</strong> 3. Excellent—exceeds requirements  2. Competent—acceptable proficiency  1. Below Average—does not meet requirements.</td>
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<td>3</td>
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### Oral Communication Skills:
- Ability to effectively communicate points in a manner consistent with the needs of this position.

### Computer Skills:
- Level of experience with software programs such as Microsoft Office products.

### Attention to Detail:
- Ability to achieve thoroughness and accuracy when accomplishing a task.

### Organization / Managing Deadlines:
- Ability to maintain a level of organization as well as manage competing priorities to meet deadlines.

### Customer Service:
- Ability to provide service to internal and external customers resulting in customer satisfaction.

### Internal Relations:
- Ability to effectively work with colleagues to achieve shared goals.

### Experience and Background:
- Level of experience in an administrative role/formal education & certifications.

### Culture Fit:
- Impression of how this person would blend with Loyola’s Jesuit Catholic identity.

### Overall Evaluation*
- Summary of your perceptions of the candidate’s strengths/weaknesses. (Note any concerns that should be considered.)
- 3.0  2.0 to 2.9  1.0 to 1.99

*Overall evaluation of less than 3.0 can be anywhere from 1.0 to 2.9