



Subjective Assessment Other Considerations

The purpose of this form is to have a place to consolidate and record your overall impression of the candidate. The form contains 14 categories with suggested standards to allow you to consistently evaluate candidates.

Complete this form at the end of the interview process.

Instructions:

1. Using the criteria under each of the columns, make a subjective judgement in each of the 14 categories. Circle the appropriate comment.
2. Total the number of circled comments in each column and complete the scoring at the bottom of the form.

Subjective Assessment – Other Considerations

Candidate: _____ **Date:** _____

Interviewed by: _____

Circle or highlight your selection in each category for easy reference.

	POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT
Personal Appearance / First Impression	Poor appearance, careless, unkempt, poor/bad taste	No evidence of special care or display of judgement	Generally neat, good appearance, appropriately dressed	Careful of personal appearance and dresses in good taste	Immaculate in dress and person; presents a professional image
Physical Appearance	Anemic, sickly, overweight, slouchy carriage	Slow moving, low energy	Looks to be in good health and trim	Appears energetic, clear skin, alert eyes	Seems to be in excellent condition; especially attractive
Voice	Unpleasant, irritating	Hard to hear or understand; speaks indistinctly	Pleasant, good tone, not monotone	Very clear and easy to understand	Unusually pleasing in quality, tone, strength, and clarity
Poise / Maturity	Ill at ease, uncomfortable, embarrassed	Displays little self-confidence	Shows no unusual lack of poise or maturity	Apparently completely at ease	Unusually self-possessed
Communication Skills	Confused, illogical	Scattered and overly involved; too talkative	Gets ideas across well	Superior ability to express self	Unusually logical, clear, and convincing
Self-confidence	Timid or cocky	Hesitant or overbearing	Reasonably self-assured	Very sure without being cocky	Not only sure of self but inspires confidence in ability
Initiative	Doesn't display any initiative	Will undertake projects if pushed or motivated	Willing to do the job	Prepared to go the extra mile	Strong take-charge attitude; wants to lead the way
Tact	Overly blunt	Very frank and straight forward	Forthright without being rude	Very tactful	Unusually tactful and proper
Attitude	Quite negative	Somewhat negative	Generally positive	Very positive	Extremely positive
Enthusiasm	Very laid back and low key	Displays mild enthusiasm for particular topics	Generally upbeat and enthusiastic	Enthusiastic and animated	Very positive without hype or insincerity
Manners	Rude and uncaring	Insensitive to others	Polite and proper	Displays deference to others	Unusually polite and proper
Persistence	Quits or gives in easily	Not particularly persistent	Will commit to getting the job done	Will stick to a project but knows when to quit	Prepared to see a project through to the end regardless without being stubborn
Decisiveness	Will usually defer to others for a decision	Will make a decision after much consideration and fact collection	Makes decisions after collecting the facts and pertinent information	Prepared to make decisions fairly quickly	Prepared to make a quick decision but prepared to change it if necessary
Interview Preparation	No apparent preparation; knew little or nothing about the position or the company	Somewhat aware of the position he/she is applying for	Knew something about both the company and the position	Displayed good knowledge of both the company and the position	Fully investigated both the position and the company prior to the interview
TOTALS	_____ x 1 = _____	_____ x 2 = _____	_____ x 3 = _____	_____ x 4 = _____	_____ x 5 = _____

Score = _____ or _____% (score ÷ 70 x 100 = %)
Maximum score is 70. Minimum acceptable score is 42 (60%).