

Interview Rating Form

Fill out this form immediately after the interview. If you wait even one-half hour, your recall will not be as accurate. This form is of crucial importance when you have two or more good candidates to choose from.

APPLICANT'S NAME: _____

DATE: _____

Instructions: Rate the applicant in each of the traits listed below to determine suitability for the position. Then add up the total score and divide by 8 to determine overall suitability.

APPEARANCE: Consider the applicant's personal appearance, bearing in mind the requirements of the position. Will he or she present a satisfactory appearance as a representative of the restaurant?														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unsatisfactory			Below Average			Average			Above Average			Outstanding		
COMMUNICATION SKILLS: Consider the applicant's choice of words, sentences, phrases, and use of slang. Look for simple and correct grammar, hesitations, needless repetition, logic, and coherence as they relate to satisfactory job performance.														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unsatisfactory			Below Average			Average			Above Average			Outstanding		
SELF-CONFIDENCE: Does the applicant display the level of self-confidence required by the position?														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unsatisfactory			Below Average			Average			Above Average			Outstanding		
ABILITY TO GET ALONG WITH OTHERS: What is the applicant's attitude toward the interviewer? Is this person friendly, polite, and likeable? Is there any sense of indifference, antagonism, or an uncooperative attitude? Does the person have a history of being a good team player?														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unsatisfactory			Below Average			Average			Above Average			Outstanding		
PHYSICAL CAPACITIES: Consider the essential mental (IQ) and physical functions (strength, stamina, dexterity, etc.) of the job and the applicant's ability to perform these duties with or without accommodation.														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unsatisfactory			Below Average			Average			Above Average			Outstanding		
ATTITUDES: Consider the attitudes necessary for successful job performance (customer service-orientation, honesty, dependability, initiative, etc.) Did the applicant demonstrate the desirable attitudes when discussing his/her work/school/life experiences?														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unsatisfactory			Below Average			Average			Above Average			Outstanding		
SKILLS/EXPERIENCE: While it's always preferable to hire for attitudes and train for skills, if you need skills or experience, did the applicant demonstrate he/she can do what's required with little or no further training?														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unsatisfactory			Below Average			Average			Above Average			Outstanding		
ERNESTNESS: Does the applicant appear eager to get the job and motivated to succeed? Is this a job that really interests him or her or is this person willing to take anything?														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unsatisfactory			Below Average			Average			Above Average			Outstanding		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Total Score _____</div> <div>Divided by 8 = _____</div> </div>														