



COAHOMA COMMUNITY COLLEGE

APPLICANT INTERVIEW FORM

APPLICANT _____ POSITION _____ DATE _____

DO NOT FILL OUT IN PRESENCE OF APPLICANT Consider the overview of the candidate in all categories below and comment on each rating in Section V.	Outstanding 5	Above Average 4	Average 3	Below Average 2	Inadequate 1
1. EXPERIENCE -- How does previous experience relate to current position opening? Consider communications and other skills such as knowledge, information and technical competence based on previous training.					
II. CAPABILITY – Verbal ability, judgement, Analytical, logical, decisive, resourceful, Imaginative.					
III. EDUCATION/SKILLS – Degree(s), Professional licenses, registrations, certifications, and equipment.					
IV. GOALS AND AMBITION – Initiative, Persistence, drive, goals are well defined (as they relate to predicting success on the job).					
V. TEAM PLAYER – Ability to operate successfully as member of team.					
VI. OTHER FACTORS – Administrative Experience, communication skills, leadership ability, management potential etc.					

TOTAL POINTS

Interview Form Continued

Comments:

Overall Appraisal:

Outstanding ____ Above Average ____ Average ____ Below Average ____ Unacceptable ____

Recommend employment for current position opening: Yes _____ No _____

Recommendation Based Upon: Resume/Application Review Interview

Signature of Interviewer

Date Completed