



Fermilab National Accelerator Laboratory
P.O. Box 500 • Batavia, Illinois •
60510

TO: Interviewer
FROM: Employment Department
SUBJECT: Interview Evaluation Form

In preparation for the interview that you are about to conduct, please find a copy of the Laboratory's official "Interview Evaluation" form attached for your use.

An Evaluation form must be completed for each applicant that you interview.

This form is designed to ensure that every candidate for employment is evaluated in a consistent manner, based on his/her ability to assume the essential job functions and requirements of the position (as spelled out on the Personnel Requisition) for which he/she has been interviewed.

Based on information obtained from the interview, please answer each question using objective descriptions about whether the candidate's background, education and experience qualifies him/her to do the job. Avoid the use of words like "enthusiastic," "motivated" and "positive attitude," as they describe subjective qualities that cannot be adequately evaluated in an interview situation. *For additional guidance on how to properly complete the form, please contact Beth Verbeck, ext.4203, Dianne Engram, ext. 4633 or Ruth Christ, ext. 3793.*

You are welcome to transfer the form on to your computer for convenience, however, we ask that you refrain from altering any of its questions.

As the Evaluation states, you should complete and return the form within five (5) business days. ***No employment offer will be made until all Interview Evaluations have been received by the Employment Department, M.S. 116.***

Thank you for your cooperation.



INTERVIEW EVALUATION

APPLICANT:

POSITION OPEN:

DATE OF INTERVIEW:

Please complete each section and return the Evaluation to the Employment Department (M.S. 116) within 5 working days. No job offer(s) will be made until all Evaluations are returned. Make your comments objective and job related.

Can the applicant perform the essential job functions? If no, which functions cannot be met?

Explain how applicant meets minimum qualifications/education requirements.

Summarize the applicant's additional qualifications (listed as "preferred," "highly desirable," etc., on the Personnel Requisition).

Summarize applicant's possible deficiencies as related to this opening.

Other.

Are you interested in further consideration of this applicant? Please explain.

Interviewer's Name (Printed)

I.D. #

Signature

Date