

FASTCAPITAL360

Applicant's name:

Name of interviewer(s):

Date

Job Title:

Rating: 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average; 1 - Unsatisfactory

Work Experience: What positions have the candidate held? What past projects have utilized the candidate's knowledge and expertise?

Rating:

Leadership skills: Has the candidate demonstrated positive leadership skills in previous positions? Does the candidate have the ability to grasp problems and make timely, informed decisions? Can the candidate balance workloads, resolve conflicts, direct other employees and maintain a productive work environment?

Rating:

Approach to problem-solving: Is the candidate able to organize issues and come up with pathways to solve problems? Can the candidate find solutions to ambiguous situations with incomplete data?

Rating:

Education: What relevant degrees and certifications does the candidate have?

Rating:

Setting and tracking goals: Is the candidate familiar and comfortable with setting goals, meeting timelines and monitoring results? How do they accomplish this process?

Rating:

Communication: Are the candidate's answers concise, clear, well-organized and easy to follow? Was it difficult to get information from the candidate?

Rating:

Behavioral: How will the candidate bring something new to your company? What is the degree of the candidate's work passion, and will that passion get applied in your business? What kind of work environment does the candidate prefer?

Rating:

Comments:

Final recommendation:

_____ Recommend for hire

_____ Hold for further interviews

_____ Not recommended