

**Acro HR Solutions, Inc.
INTERVIEW EVALUATION SUMMARY**

Interviewer:	Date of Interview:
	Time of Interview:
Name of Candidate:	
Position:	
Department:	

	Poor			Excellent	
APPEARANCE (Dress, grooming, etc.)	1	2	3	4	5
COMMUNICATION SKILLS (Vocabulary, speaking skills)	1	2	3	4	5
ATTITUDE (Confident, assertive, willing to learn)	1	2	3	4	5
PERSONALITY (Friendly, good manners, humorous)	1	2	3	4	5
INITIATIVE (Selling one's abilities, creative, action-oriented)	1	2	3	4	5
COMPETENCY (Related job experience, mental alertness)	1	2	3	4	5

Comments: _____

Do you recommend this person for hire: Yes No

Please state the reason(s) for your recommendation: _____

Signature of Interviewer: _____

