

Interview Summary Form

Position

Candidate

Date

- Complete the left-hand column, using the job posting as your guide, to indicate recruitment criteria.
- Complete the right-hand column, during the interview, to document how the candidate compares to the criteria for the position.

I. Recruitment Criteria

Interview Notes

Training, education and experience:	
Related qualifications:	
Description of duties:	

II. Summary

Overall strengths related to this position:
Overall development needs related to this position:

III. Recommended Action and Comments

Completed By

Date

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