

# Candidate Evaluation Form (Template)

<b>Candidate Name:</b>		<b>Interview Date:</b>	
<b>Interviewer:</b>		<b>Interview Start Time:</b>	
<b>Position Title:</b>		<b>Interview End Time:</b>	
<b>Desired Salary:</b>			
<b>Available Start Date:</b>			

<p style="text-align: center;"><b>Rating Scale for Responses</b></p> <ol style="list-style-type: none"> <li>1. No answer</li> <li>2. Does not meet expectations</li> <li>3. Meets expectations</li> <li>4. Exceeds expectations</li> <li>5. Outstanding</li> </ol> <p><b>Candidate's Total Score:</b> _____</p>	<p style="text-align: center;"><b>Interviewer Recommendation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hire</li> <li><input type="checkbox"/> Needs additional interview</li> <li><input type="checkbox"/> Possible fit for a different position</li> <li><input type="checkbox"/> Do not hire but keep on file</li> <li><input type="checkbox"/> Do not hire</li> </ul> <p><b>Comments:</b> _____</p> <p>_____</p>
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Question	Rating	Notes
1. Tell me about your nursing background.		
2. Explain how you manage your nursing workload. What works for you?		
3. Describe a situation in which your team members disagreed with you. How did you handle it?		
4. Recall a time your leader gave you a responsibility outside of your job duties. How did you handle the situation?		
5. Can you name a time when you made a mistake on the job? What did you do about it?		

6. Describe something you contributed at a previous job. What were the results?		
7. Do you have any questions about the position?		
<b>Additional Questions:</b>		