|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INTERVIEWED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| **IMPORTANT:** This form is a tool to ensure we only hire top quality people who are a great fit for our restaurant and team. It’s a chance for you to highlight strengths or voice any concerns about this applicant. Complete this form immediately after the interview.  **INSTRUCTIONS:** Rate the applicant in each of the traits listed below. Add any comments or concerns you have. | | | | | | | |
| **PEOPLE SKILLS:** Is applicant polite, friendly and likable? Do they demonstrate the ability to get along well with others and be a team player? Did you notice any indifference, rudeness or condescending behavior? | | | | | | |
|  | 10 9 | 8 7 6 | 5 4 3 | 2 1 0 |  |  |
|  | Great | Acceptable | Borderline | Not Acceptable |  |  |
| Comments: | | | | | | |
| **PROFESSIONAL POISE:** Does the applicant have the appearance and mannerisms necessary to be a satisfactory representative of our restaurant? Are they confident, relaxed and comfortable with themselves? | | | | | | |
|  | 10 9 | 8 7 6 | 5 4 3 | 2 1 0 |  |  |
|  | Great | Acceptable | Borderline | Not Acceptable |  |  |
| Comments: | | | | | | |
| **COMMUNICATION SKILLS:**  Does the applicant use good grammar, express thoughts clearly and listen well? Are there hesitations, needless repetitions or excessive use of slang? Is it easy and pleasant to communicate with them? | | | | | | |
|  | 10 9 | 8 7 6 | 5 4 3 | 2 1 0 |  |  |
|  | Great | Acceptable | Borderline | Not Acceptable |  |  |
| Comments: | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ATTITUDE & INITIATIVE:** Does applicant appear responsible and motivated to succeed? Do they have a positive or negative personality and attitude? | | | | | | |
|  | 10 9 | 8 7 6 | 5 4 3 | 2 1 0 |  |  |
|  | Great | Acceptable | Borderline | Not Acceptable |  |  |
| Comments: | | | | | | |
| **TOTAL SCORE: DIVIDED BY 4: .** | | | | | | |
| **COMMENTS / OBSERVATIONS** (This is your opportunity to voice any concerns or positive feedback): | | | | | | |
|  | | | | | | |