



Interview Evaluation Form

Position Title: Entry Level Banking

Date: _____

Applicant Name: _____

Interviewer: _____

PART A Rating Key: 5 – Excellent; 4 – Good; 3 – Average; 2 – Fair; 1 – Needs Improvement						
Criteria	Comments (specific to support rating)	5	4	3	2	1
Punctuality: (On time for interview? Should be 3 or 0)						
Communication Skills: (Speaking ability; no use of slang, um’s, eye contact, ability to answer questions)						
Presentation: (Neatness of application, review answers on application)						
Appearance: (Dress, hygiene, body language)						

Total Points Scored/Total Points Available: _____/20

PART B	Rating Key: 5 – Excellent; 4 – Good; 3 – Average; 2 – Fair; 1 – Needs Improvement
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- What influenced you to choose Banking as your career?** _____

_____ **Score** _____
- Tell me about a conflict that occurred in a previous job with a co-worker or customer and how you handled it.** _____

_____ **Score** _____
- Give me an example of a time where you functioned as part of a team and what your contribution was.** _____

_____ **Score** _____



4. What job skills or work experience are you bringing to Banking?

Score

5. Describe how you believe your skills and knowledge can and will benefit the banking industry.

Score

6. What is your greatest strength?

Score

7. What is your greatest weakness?

Score

8. How would your former boss describe you? How would your friends describe you?

Score

9. Do you have any questions for me/us?

Score

Total Points Scored/Total Points Available:

/45



Interview Scoring Rubric

Interview Scoring Key:

Rating	Point Range
Excellent	60-65
Good	54-59
Average	48-53
Fair	42-47
Needs Improvement	36-41

Add scores for Part A & B together to calculate applicant's overall score:

Performance Total	Points
Part A	
Part B	
Grand Total	
Rating	

Interview Rating Determination: ☐ Excellent ☐ Good ☐ Average ☐ Fair ☐ Needs Improvement

Comments: _____

CCAP Outcome: _____

Overall Comments: _____

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Form Date: 03/26/2025