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| Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |
| 1. Was I greeted in a warm and welcoming way that made me feel special? | Y / N / NA |
| 2. Did the candidate introduce himself/herself? | Y / N / NA |
| 3. After telling the candidate my name, did he/she use my name? | Y / N / NA |
| 4. Did the candidate listen well to what I needed? | Y / N / NA |
| 5. Did the candidate initiate a smile without being prompted? | Y / N / NA |
| 6. Did the candidate use good eye contact? | Y / N / NA |
| 7. Was the appearance of the person professional/appropriate? | Y / N / NA |
| 8. Was his/her body language indicating enthusiasm and interest?  | Y / N / NA |
| 9. Was the candidate’s tone sincere/empathetic/professional? | Y / N / NA |
| 10. Did the candidate add something positive to the initial experience? | Y / N / NA |
| 11. Did you feel valued as a person? | Y / N / NA |
| 12. Would you recommend this candidate for hire? | Y / N / NA |
| Overall, rate your satisfaction with this candidate*1…....2…....3….....4…....5…....6…....7…….8…....9…...10* YUCK EH, OK WOW |  |
| Notes/Comments:  |  |