**INTERVIEW EVALUATION FORM**

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| --- | --- |
| Interview rating sheet: | Candidate’s Name: |
| Position/Job title: | Date: |
| Department/team: | |

**Interviewed By:**

Interviewers should use this interview rating sheet to provide an objective way to score candidates. Use the below numerical rating system to assign values to the candidates’ skills or area in question.

The numerical rating system is based on the following:

* 5★ – Excellent
* 4★ – Good
* 3★ – Average
* 2★ – Below Average
* 1★ – Poor

**Prior Education** Does the candidate have the appropriate educational qualifications, training, or technical skills for this position?

**Rating: □**1 **□**2 **□**3 **□**4 **□**5

**Comments**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prior Work Experience** Does the candidate have relevant work experience or experience that matched the skills needed to perform the job in question?

**Rating:** **□**1 **□**2 **□**3 **□**4 **□**5

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Strengths** Is the candidate able to highlight their strengths and articulate how said strengths will help them in the position?

**Rating: □**1 **□**2 **□**3 **□**4 **□**5

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Aspirations** – Does the candidate have a clear answer when asked about their long-term career goals?

**Rating: □**1 **□**2 **□**3 **□**4 **□**5

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Disagreements** – Is the candidate able to point to past disagreements in the workplace that was handled with professionalism and showed resolve?

**Rating: □**1 **□**2 **□**3 **□**4 **□**5

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Motivation** – Is the candidate able to explain and articulate what motivates them both at work and in life?

**Rating: □**1 **□**2 **□**3 **□**4 **□**5

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prioritization** – When asked about how they prioritize their work, does the candidate have a clear methodology?

**Rating: □**1 **□**2 **□**3 **□**4 **□**5

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Past mistakes** – When asked to explain a past mistake they have made at work, does the candidate have a clear answer that shows rectifying the mistake and growth?

**Rating: □**1 **□**2 **□**3 **□**4 **□**5

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company** – Is the candidate able to explain why they are interested in working for this specific company.

**Rating: □**1 **□**2 **□**3 **□**4 **□**5

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overall Impression and further action** – Final comments and thoughts. How should we proceed with said candidate?

**Rating: □**1 **□**2 **□**3 **□**4 **□**5

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**