**RETAIL INTERVIEW EVALUATION FORM**

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 candidate’s 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

**Relevant Experience** Does the candidate have sufficient and relevant retail experience?

**Sales** Does the customer have relevant sales or point of sale experience?

**Focus** Candidate can explain in detail why they are applying to this position in particular.

**Passion** Candidate can explain why they love working in retail.

**Fast paced work** Has the candidate experienced fast paced work and dealt with seasonal rushes?

**Initiative** Does the candidate demonstrate an ability to be a self-starter, and act even when not directed?

**Stand out** Is the candidate able to explain why they stand out from the competition and why they are the best fit for the job?

**Customer experience** How familiar is the candidate with customer service and de-escalating potentially volatile situations?

**Teamwork** How has the candidate collaborated with other team members during past retail experience? Does the candidate have notable contributions to the team's efforts and bottom line? Beyond Are they able to describe an experience where they went beyond for a customer?

**Communication** is the candidate easy to understand and able to hold a clear conversation. Is the candidate able to thrive in a team environment given the constant need for communication? Was it a struggle to get the candidate to open and respond candidly to the questions?