**Simple Interview Evaluation** **Form Template**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate Name: | |  | Name of Interviewer: | | | | |  |
|  |  |  |  |  |  |  |  |  |
| Interviewed for Job Role: | |  | Date/Time of Interview: | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | Poor | OK | Great | |  |
|  |  | |  |  |  |  |  |  |
| **Q1** | Was the candidate **prepared** for the interview? | |  |  |  |  | Describe: |  |
|  | (Research company, dressed appropiately, arrived on time?) | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Q2** | Does their **experience** appear to match what’s | |  |  |  |  | Describe: |  |
|  | needed? | |  |  |  |  |  |  |
|  | (Work experience, life experience or volunteer work?) | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Q3** | Do they have some or all of the required | |  |  |  |  | Describe: |  |
|  | **credentials**? | |  |  |  |  |  |  |
|  | (For example, education, licenses, certifications?) | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Q4** | How are their **interpersonal** skills? | |  |  |  |  | Describe: |  |
|  | (Friendly, smiling, outgoing, kind, fun, interactive?) | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Q5** | How good are their **communication** skills? | |  |  |  |  | Describe: |  |
|  | (Written skills, i.e. resume, application, as well as verbal skills) | | |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Q6** | How well do their **technical** skills match job | |  |  |  |  | Describe: |  |
|  | requirements? | |  |  |  |  |  |  |
|  | (Specific technical tools, approaches, examples?) | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Q7** | How well did they answer **teamwork** job related | |  |  |  |  | Describe: |  |
|  | questions? | |  |  |  |  |  |  |
|  | (Likes working with others, good rapport?) | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Q8** | How well did they answer **customer service** | |  |  |  |  | Describe: |  |
|  | related questions? | |  |  |  |  |  |  |
|  | (Customer focused, good listener, problem solver?) | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Q9** | How open did they appear to be when **learning** | |  |  |  |  | Describe: |  |
|  | new things? | |  |  |  |  |  |  |
|  | (Willing to learn, attend training, accept feedback?) | |  |  |  |  |  |  |
|  |  | | |  |  |  |  |  |
|  |  | | |  |  |  |  |  |
| **Q10** | How **interested** did the candidate seem in getting | | |  |  |  | Describe: |  |
|  | the job? | |  |  |  |  |  |  |
|  | (In the job, they pay, the work requirements?) | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  | | |  |  |  |  |  |  |
| *# of checkmarks for each rating, poor, ok, great (total* | | |  |  |  |  | Additional notes to support your |  |
| *should =10)-->* | | |  |  |  |  | recommendation: |  |
|  |  |  |  |  |  |
|  | | |  |  |  |  |  |  |
| *What was YOUR overall impression of the candidate?* | | |  | Poor | OK | **Great** |  |  |
| *(circle one)* | | |  |  |  |  |  |  |
|  | | |  |  |  |  |  |  |
| *Do YOU recommend we move forward with this* | | |  |  | No | **Yes** |  |  |
| *candidate? (circle one)* | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |