

Administrative Interview Evaluation Form Template



Candidate Name:	Name of Interviewer:
Interviewed for Job Role:	Date/Time of Interview:

Poor OK Great

		Poor	OK	Great	
Q1	Was the candidate prepared for the interview? (Research company, dressed appropriately, arrived on time?)				Describe:
Q2	Does their administrative certification, or prior experience? (Work experience, life experience or volunteer work?)				Describe:
Q3	Do they have some or all of the required credentials ? (For example, can they do basic math, run a cash register or use a POS system?)				Describe:
Q4	How are their interpersonal skills? (Friendly, smiling, outgoing, kind, fun, interactive?)				Describe:
Q5	How good are their communication skills? (Written skills, i.e. resume, application, as well as verbal skills)				Describe:
Q6	How well do their computer skills match job requirements? (Specific technical tools, approaches, examples?)				Describe:
Q7	How well did they answer teamwork job related questions? (Likes working with others, good rapport?)				Describe:
Q8	How well did they answer customer service related questions? (Customer focused, good listener, problem solver?)				Describe:
Q9	How open did they appear to be when learning new things? (Willing to learn, attend training, accept feedback?)				Describe:
Q10	How interested did the candidate seem in getting the job? (In the job, they pay, the work requirements?)				Describe:

# of checkmarks for each rating, poor, ok, great (total should =10)-->				Additional notes to support your recommendation:
What was YOUR overall impression of the candidate? (circle one)	Poor	OK	Great	
Do YOU recommend we move forward with this candidate? (circle one)		No	Yes	