

## Simple Interview Evaluation Form Template

<b>Candidate Name:</b>		<b>Name of Interviewer:</b>		
<b>Interviewed for Job Role:</b>		<b>Date / Time of Interview:</b>		
		<i>Poor</i>	<i>OK</i>	<i>Great</i>
Q1	Was the candidate prepared for the interview? (Researched company, dressed appropriately, arrived on time?)			Describe:
Q2	Does their experience appear to match what's needed? (Work experience, life experience, or volunteer work?)			Describe:
Q3	Do they have some or all of the required credentials? (For example, education, licenses, certifications?)			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 technical skills match the 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 to 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, the pay, the hours, the work requirements?)			Describe:
<b># of checkmarks for each rating, poor, ok, great (total should = 10) --&gt;</b>				
<b>What was YOUR overall impression of the candidate? (circle one)</b>		Poor	OK	Great
<b>Do YOU recommend we move forward with this candidate? (circle one)</b>			No	Yes
		Additional notes to support your recommendation:		