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| **Administrative 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:* | |
| Q2 | (Researched company, dressed appropriately, arrived on time?) |  |
| Does their administrative experience match what's needed? | |  |  |  | *Describe:* | |
| Q3 | (Work experience, computer classes, life experience, or volunteer work?) |  |
| Do they have some or all of the required credentials? |  |  |  |  | *Describe:* | |
|  | (For example, education, software certification, licenses, notary certification?) |  |
| Q4 | How are their interpersonal skills? |  |  |  |  | *Describe:* | |
|  | (Friendly, smiling, outgoing, kind, fun, interactive?) |  |
| 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 the job requirements? | |  |  |  | *Describe:* | |
| (Specific technical tools, approaches, examples?) |  |
| Q7 | How well did they answer teamwork job-related questions? | |  |  |  | *Describe:* | |
| Q8 | (Likes working with others, good rapport?) |  |
| How well did they answer customer service-related questions? | |  |  |  | *Describe:* | |
| Q9 | (Customer focused, good listener, problem solver?) |  |
| How open did they appear to be to learning new things? |  |  |  |  | *Describe:* | |
| Q10 | (Willing to learn, attend training, accept feedback?) |  |
| How interested did the candidate seem in getting the job? |  |  |  |  | *Describe:* | |
|  | (In the job, the pay, the hours, the work requirements?) |  |
|  |  |  |  |  |  |  |  |
| ***# 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 |  |  |
|  |  |  |  | **No** | **Yes** |  | |
| **Do YOU recommend we move forward with this candidate? (circle one)** | |