

# Administrative 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? <small>(Researched company, dressed appropriately, arrived on time?)</small>				<i>Describe:</i>
Q2	Does their administrative experience match what's needed? <small>(Work experience, computer classes, life experience, or volunteer work?)</small>				<i>Describe:</i>
Q3	Do they have some or all of the required credentials? <small>(For example, education, software certification, licenses, notary certification?)</small>				<i>Describe:</i>
Q4	How are their interpersonal skills? <small>(Friendly, smiling, outgoing, kind, fun, interactive?)</small>				<i>Describe:</i>
Q5	How good are their communication skills? <small>(Written skills, i.e. resume, application, as well as verbal skills)</small>				<i>Describe:</i>
Q6	How well do their computer skills match the job requirements? <small>(Specific technical tools, approaches, examples?)</small>				<i>Describe:</i>
Q7	How well did they answer teamwork job-related questions? <small>(Likes working with others, good rapport?)</small>				<i>Describe:</i>
Q8	How well did they answer customer service-related questions? <small>(Customer focused, good listener, problem solver?)</small>				<i>Describe:</i>
Q9	How open did they appear to be to learning new things? <small>(Willing to learn, attend training, accept feedback?)</small>				<i>Describe:</i>
Q10	How interested did the candidate seem in getting the job? <small>(In the job, the pay, the hours, the work requirements?)</small>				<i>Describe:</i>
<b># of checkmarks for each rating, poor, ok, great (total should = 10) --&gt;</b>					<i>Additional notes to support your recommendation:</i>
<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	