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| **Manager/Supervisor Interview Evaluation Form Template** |  |
|  |  |  |  |  |  |  |  |
| Q1 | **Candidate Name:** |  |  | **Name of Interviewer:** |
| **Interviewed for Job Role:** | **Date / Time of Interview:** |
| Was the candidate prepared for the interview? | ***Poor*** | ***OK*** | ***Great*** |  |  |
|  |  |  | *Describe:* |
|  | (Researched company, dressed appropriately, arrived on time?) |  |
| Q2 | Does their experience appear to match what's needed? |  |  |  |  | *Describe:* |
|  | (Work experience, life experience, or volunteer work?) |  |
| Q3 | Do they have some or all of the required credentials? |  |  |  |  | *Describe:* |
| Q4Q5 | (For example, education, licenses, certifications?) |  |
| How are their interpersonal skills?(Friendly, smiling, outgoing, kind, fun, interactive?) |  |  |  |  | *Describe:* |
| 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 the job requirements? |  |  |  |  | *Describe:* |
|  | (Specific technical tools, approaches, examples?) |  |
| Q7 | How well did they answer teamwork job-related questions? |  |  |  |  | *Describe:* |
| Q8Q9 | (Likes working with others, good rapport?) |  |
| How well did they answer customer service-related questions?(Customer focused, good listener, problem solver?) |  |  |  |  | *Describe:* |
| How well will this individual's people style match our organization? |  |  |  |  | *Describe:* |
|  | (Do you feel they will be able to blend with others on the team?) |  |
| Q10 | Did the candidate demonstrate leadership characteristics? |  |  |  |  | *Describe:* |
|  | (Did the candidate demonstrate empathy and leadership?) |  |
| Q11 | To what extent do they appear to be a good listener? Relatable? |  |  |  |  | *Describe:* |
| Q12Q13 | (Do you think this individual will be a good listener?) |  |
| Do they appear to be credible and ethical in approach?(Do you belive they will be perceived as credible? ethical?) |  |  |  | *Describe:* |
| Do you think they would be able to earn trust of our team? |  |  |  | *Describe:* |
|  | (How likely to you think it is that peers, employees, and customers would trust this person?) |  |
| Q14 | Do they have the appropriate sales and/or presentation skills? |  |  |  |  | *Describe:* |
|  | (Do they have the requisite skills for presenting ideas or doing sales?) |  |
| Q15Q16 | To what extent did they demonstrate critical thinking skills?(Able to explain how they solve a problem, build a process)? |  |  |  |  | *Describe:* |
| Would they, or have they been successful at building teams?(Able to describe past success, current approach to team building.) |  |  |  | *Describe:* |
| Q17 | How well have they addressed or avoided conflict? |  |  |  |  | *Describe:* |
|  | (Can they describe how they avoid, and or have addressed conflict? |  |

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| Q18 | Do they priortize well or are they able to demonstrate getting things done? |  |  |  | *Describe:* |
|  | (Can they describe how the prioritize their day, week, month?) |  |
| Q19 | How open did they appear to be to learning new things? |  |  |  |  | *Describe:* |
|  | (Willing to learn, attend training, accept feedback?) |  |
| Q20 | 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 = 20) -->*** |  |  |  |  | *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)** |  |