Manager/Supervisor Interview Evaluation Form Template

Fit Small Business

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

		Poor	*OK*	*Great*	
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 well will this individual's people style match our organization? (Do you feel they will be able to blend with others on the team?)				*Describe:*
Q10	Did the candidate demonstrate leadership characteristics? (Did the candidate demonstrate empathy and leadership?)				*Describe:*
Q11	To what extent do they appear to be a good listener? Relatable? (Do you think this individual will be a good listener?)				*Describe:*
Q12	Do they appear to be credible and ethical in approach? (Do you belive they will be perceived as credible? ethical?)				*Describe:*
Q13	Do you think they would be able to earn trust of our team? (How likely to you think it is that peers, employees, and customers would trust this person?)				*Describe:*
Q14	Do they have the appropriate sales and/or presentation skills? (Do they have the requisite skills for presenting ideas or doing sales?)				*Describe:*
Q15	To what extent did they demonstrate critical thinking skills? (Able to explain how they solve a problem, build a process)?				*Describe:*
Q16	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? (Can they describe how they avoid, and or have addressed conflict?				*Describe:*

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	
	Do YOU recommend we move forward with this candidate? (circle one)		No	Yes	