

Project Management Interview Evaluation Form Template

		Poor	OK	Great	
Candidate Name:					Name of Interviewer:
Interviewed for Job Role:					Date / Time of Interview:
Q1	Was the candidate prepared for the interview? <small>(Researched company, dressed appropriately, arrived on time?)</small>				Describe:
Q2	Does their experience appear to match what's needed? <small>(Work experience, life experience, or volunteer work?)</small>				Describe:
Q3	Do they have some or all of the required credentials? <small>(For example, education, licenses, certifications?)</small>				Describe:
Q4	How well do their technical skills match the job requirements? <small>(Specific technical tools, approaches, examples?)</small>				Describe:
Q5	How well did they answer teamwork job-related questions? <small>(Likes working with others, good rapport?)</small>				Describe:
Q6	How well did they answer customer service-related questions? <small>(Customer focused, good listener, problem solver?)</small>				Describe:
Q7	Job Skill 1: Good interpersonal, people skills, relateable? <small>(Likely to get along with multiple personalities and styles? Easy to talk to)</small>				Describe:
Q8	Job Skill 2: Likely to succeed with diverse team of people? <small>(Demonstrated facilitative leadership skills, accepting of multiple races, styles)</small>				Describe:
Q9	Job Skill 3: Project management processes, systems? <small>(PMP certification, or experience and/or demonstrated expertise managing large projects?)</small>				Describe:
Q10	Job Skill 4: Evidence of ethics / credibility <small>(Demonstrated experience in addressing concerns and has enough credibility to be believable?)</small>				Describe:
Q11	Job Skill 5: Ability to Earn Trust of Team, Peers, Clients <small>(Likely to be successful earning trust in our environment?)</small>				Describe:
Q12	Job Skill 6: Solid written and verbal communication skills. <small>(Clear resume, ability to craft professional email, understandable, not too much jargon)</small>				Describe:
Q13	Job Skill 7: Evidence of Critical Thinking <small>(Able to describe how they might or have solved a technical problem)</small>				Describe:
Q14	Job Skill 8: Ability to lead a team/build leaders <small>(Experience or ability to help others grow in their career)</small>				Describe:
Q15	Job Skill 9: Ability to avoid and/or address conflict <small>(Able to describe how they have addressed and/or avoided conflict)</small>				Describe:
Q16	Job Skill 10: Examples of solid prioritization skills				Describe:

	(Ability to describe thought process in choosing priorities)				
Q17	How open did they appear to be to learning new things? (Willing to learn, attend training, accept feedback?)				<i>Describe:</i>
Q18	How interested did the candidate seem in getting the job? (In the job, the pay, the hours, the work requirements?)				<i>Describe:</i>
# of checkmarks for each rating, poor, ok, great (total should = 18) -->					<i>Additional notes to support your recommendation:</i>
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	