

Retail Interview Evaluation Form Template



Candidate Name:					Name of Interviewer:	
Interviewed for Job Role:					Date / Time of Interview:	
		<i>Poor</i>	<i>OK</i>	<i>Great</i>		
Q1	Was the candidate prepared for the interview? <small>(Researched our store, dressed appropriately, clean nails, body art covered, arrived on time?)</small>				Describe:	
Q2	Does their retail experience appear to match what's needed? <small>(Work experience, life experience, or volunteer work?)</small>				Describe:	
Q3	Do they have cash/credit handling & POS experience? <small>(For example, can they do basic math, run a cash register, or use a POS system?)</small>				Describe:	
Q4	How are their interpersonal skills? <small>(Friendly, smiling, outgoing, kind, fun, interactive?)</small>				Describe:	
Q5	How good are their communication skills? <small>(Written skills, i.e. resume, application, as well as verbal skills)</small>				Describe:	
Q6	How well do their prior job skills match the job requirements? <small>(Specific technical tools, approaches, examples?)</small>				Describe:	
Q7	How well did they answer teamwork job-related questions? <small>(Likes working with others, good rapport?)</small>				Describe:	
Q8	How well did they answer customer service-related questions? <small>(Customer focused, good listener, problem solver?)</small>				Describe:	
Q9	How open did they appear to be to learning new things? <small>(Willing to learn, attend training, accept feedback?)</small>				Describe:	
Q10	How interested did the candidate seem in getting the job? <small>(In the job, the pay, the work schedule, days & hours, the overall work requirements?)</small>				Describe:	
# of checkmarks for each rating, poor, ok, great (total should = 10) -->					<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		