Technical Interview Evaluation Form Template

**Interviewed for Job Role:**

**Candidate Name:**

***Poor OK***

Q1

|  |  |  |  |
| --- | --- | --- | --- |
| Was the candidate prepared for the interview?  (Researched company, dressed appropriately, arrived on time?) | |  |  |
| Does their experience appear to match what's needed?  (Work experience, life experience, or volunteer work?) | |  |  |
| Do they have some or all of the required credentials?  (For example, education, licenses, certifications?) | |  |  |
| How are their interpersonal skills?  (Friendly, smiling, outgoing, kind, fun, interactive?) | |  |  |
| How good are their communication skills?  (Written skills, i.e. resume, application, as well as verbal skills) | |  |  |
| How well do their technical skills appear to match the job?  (Specific technical tools, approaches, examples?) | |  |  |
| How well did they answer teamwork job-related questions?  (Likes working with others, good rapport?) | |  |  |
| How well did they answer customer service-related questions?  (Customer focused, both internal and external, good listener, problem solver?) | |  |  |
| Job Specific Skill 1: Appropriate hardware skills/experience?  (Experience in the specific hardware used, or similar) |  |  |  |
| Job Specific Skill 2: Appropriate software skills/experience?  (Experienced in software, web, OS, and other tools required?) |  |  |
| Job Specific Skill 3: Skills or ability in process thinking/ process flows?  (Able to describe/ demonstrate process experience) |  |  |
| Job Specific Skill 4: Skills in testing & review cycles, and approvals?  (Able to describe/ demonstrate testing & review process) |  |  |
| Job Specific Skill 5: Vendor negotiation skills and/or experience? | |  |  |

Q2

Q3

Q4

Q5

Q6

Q7

Q8

Q9

Q10

Q11

Q12

Q13

Q14

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| --- | --- | --- | --- |
| (Able to describe/ demonstrate vendor negotiations)  Job Specific Skill 6: Able to find answers to complex questions?  (Able to describe resources, process to learn more, specific industry or web sites?) |  |  |  |
|  |  |
| Job Specific Skill 7: Ability to troubleshoot/ problem solve?  (Able to describe problem solving examples/ experience) |  |  |
| Job Specific Skill 8: Grasp of written & verbal technical communication skills?  (Able to talk to and be understood by non-technical internal / external customers?)  Job Specific Skill 9: Would show good judgement in tough situations?  (Able to describe decision making/ judgement on tough calls) | |  |  |
|  |  |
| Job Specific Skill 10: More confident than arrogant?  (Does this person demonstrate enough or too much confidence?) |  |  |  |
| How open did they appear to be to learning new things?  (Willing to learn, attend training, accept feedback?) |  |  |
| How interested did the candidate seem in getting the job?  (In the job, the pay, the hours, the work requirements?) | |  |  |

Q15

Q16

Q17

Q18

Q19

Q20

|  |  |  |
| --- | --- | --- |
| ***# of checkmarks for each rating, poor, ok, great (total should = 20) -->*** |  |  |
| **What was YOUR overall impression of the candidate? (circle one)** | Poor | OK |
| **Do YOU recommend we move forward with this candidate? (circle one)** |  | **No** |



**Date / Time of Interview:**

**Name of Interviewer:**

***Great***

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|  | *Additional notes to support your recommendation:* |
| Great |
| **Yes** |  |