

# Technical Interview Evaluation Form Template

<b>Candidate Name:</b>
<b>Interviewed for Job Role:</b>

		<i>Poor</i>	<i>OK</i>
Q1	<b>Was the candidate prepared for the interview?</b> (Researched company, dressed appropriately, arrived on time?)		
Q2	<b>Does their experience appear to match what's needed?</b> (Work experience, life experience, or volunteer work?)		
Q3	<b>Do they have some or all of the required credentials?</b> (For example, education, licenses, certifications?)		
Q4	<b>How are their interpersonal skills?</b> (Friendly, smiling, outgoing, kind, fun, interactive?)		
Q5	<b>How good are their communication skills?</b> (Written skills, i.e. resume, application, as well as verbal skills)		
Q6	<b>How well do their technical skills appear to match the job?</b> (Specific technical tools, approaches, examples?)		
Q7	<b>How well did they answer teamwork job-related questions?</b> (Likes working with others, good rapport?)		
Q8	<b>How well did they answer customer service-related questions?</b> (Customer focused, both internal and external, good listener, problem solver?)		
Q9	<b>Job Specific Skill 1: Appropriate hardware skills/experience?</b> (Experience in the specific hardware used, or similar)		
Q10	<b>Job Specific Skill 2: Appropriate software skills/experience?</b> (Experienced in software, web, OS, and other tools required?)		
Q11	<b>Job Specific Skill 3: Skills or ability in process thinking/ process flows?</b> (Able to describe/ demonstrate process experience)		
Q12	<b>Job Specific Skill 4: Skills in testing &amp; review cycles, and approvals?</b> (Able to describe/ demonstrate testing & review process)		
Q13	<b>Job Specific Skill 5: Vendor negotiation skills and/or experience?</b>		

	(Able to describe/ demonstrate vendor negotiations)		
Q14	<b>Job Specific Skill 6: Able to find answers to complex questions?</b> (Able to describe resources, process to learn more, specific industry or web sites?)		
Q15	<b>Job Specific Skill 7: Ability to troubleshoot/ problem solve?</b> (Able to describe problem solving examples/ experience)		
Q16	<b>Job Specific Skill 8: Grasp of written &amp; verbal technical communication skills?</b> (Able to talk to and be understood by non-technical internal / external customers?)		
Q17	<b>Job Specific Skill 9: Would show good judgement in tough situations?</b> (Able to describe decision making/ judgement on tough calls)		
Q18	<b>Job Specific Skill 10: More confident than arrogant?</b> (Does this person demonstrate enough or too much confidence?)		
Q19	<b>How open did they appear to be to learning new things?</b> (Willing to learn, attend training, accept feedback?)		
Q20	<b>How interested did the candidate seem in getting the job?</b> (In the job, the pay, the hours, the work requirements?)		
<b># of checkmarks for each rating, poor, ok, great (total should = 20) --&gt;</b>			
<b>What was YOUR overall impression of the candidate? (circle one)</b>		Poor	OK
<b>Do YOU recommend we move forward with this candidate? (circle one)</b>			<b>No</b>



	<i>Describe:</i>
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**Additional notes to support your recommendation:**

	<i>Additional notes to support your recommendation:</i>
Great	
<b>Yes</b>	