[Company Name]

Interview Evaluation Form

# Employee INFORMATION

| Employee Name |  | Interviewer Name |  |
| --- | --- | --- | --- |
| Department |  | Date |  |

# RATINGS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the candidate have the appropriate educational qualifications or training for this position? | | | | | |
|  | |  |  |  |  |
| Notes/Actions |  | | | | |
| Has the candidate acquired necessary skills or qualifications through past work experiences? | | | | | |
|  | |  |  |  |  |
| Notes/Actions |  | | | | |
| Does the candidate have the technical skills necessary for this position? | | | | | |
|  | |  |  |  |  |
| Notes/Actions |  | | | | |
| Does the candidate demonstrate the knowledge of these areas necessary for this position? | | | | | |
|  | |  |  |  |  |
| Notes/Actions |  | | | | |
| Did the candidate demonstrate the leadership skills necessary for this position? | | | | | |
|  | |  |  |  |  |
| Notes/Actions |  | | | | |
| Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? | | | | | |
|  | |  |  |  |  |
| Notes/Actions |  | | | | |
| How were the candidate’s communication skills during the interview? | | | | | |
|  | |  |  |  |  |
| Notes/Actions |  | | | | |
| How much interest did the candidate show in the position? | | | | | |
|  | |  |  |  |  |
| Notes/Actions |  | | | | |

|  |  |
| --- | --- |
| Final comments and recommendations for proceeding with this candidate. | |
|  | |
| Overall Rating (average the rating numbers above) | [AVERAGE RATING] |

## Verification

|  |  |  |  |
| --- | --- | --- | --- |
| By signing this form, you confirm that you have done this evaluation in detail. Signing this form does not necessarily indicate that you agree with this evaluation. | | | |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |