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| --- | --- | --- |
| Interview evaluation form | Candidate evaluation forms are to be completed by the interviewer to rank the candidate’s overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. | |
| CANDIDATE INFORMATION | |  |
| NAME | |  |
| INTERVIEWER NAME | |  |
| JOB TITLE | |  |
| RATINGS | |  |
| Does the candidate have the appropriate educational qualifications or training for this position? | | Choose an item. |
| Has the candidate acquired necessary skills or qualifications through past work experiences? | | Choose an item. |
| Does the candidate have the technical skills necessary for this position? | | Choose an item. |
| Does the candidate demonstrate the knowledge of these areas necessary for this position? | | Choose an item. |
| Did the candidate demonstrate the leadership skills necessary for this position? | | Choose an item. |
| Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? | | Choose an item. |
| How were the candidate’s communication skills during the interview? | | Choose an item. |
| How much interest did the candidate show in the position? | | Choose an item. |
| Final comments and recommendations for proceeding with this candidate. | | Choose an item. |
| Other | | Choose an item. |
| EVALUATION | |  |
| Insert Comments | |  |
| Optional comments  [Comments] | |  |

## Verification

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| --- | --- | --- | --- |
| 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 |  |