|  |  |
| --- | --- |
| [Company Name]  [Company Address] [City, ST ZIP Code] |  |

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.

INTERVIEW EVALUATION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| CANDIDATE INFORMATION | | | |
| Name |  | [Interviewer Name] |
| [Date] |  | [Job Title] |

# Does the candidate have the appropriate educational qualifications or training for this position?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Less than expected |  | As expected |  | More than expected |  | Consistently more |

## Has the candidate acquired necessary skills or qualifications through past work experiences?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Less than expected |  | As expected |  | More than expected |  | Consistently more |

## Does the candidate have the technical skills necessary for this position?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Less than expected |  | As expected |  | More than expected |  | Consistently more |

## Does the candidate demonstrate the knowledge of these areas necessary for this position?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Less than expected |  | As expected |  | More than expected |  | Consistently more |

## Did the candidate demonstrate the leadership skills necessary for this position?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Less than expected |  | As expected |  | More than expected |  | Consistently more |

## Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Less than expected |  | As expected |  | More than expected |  | Consistently more |

## How were the candidate’s communication skills during the interview?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Less than expected |  | As expected |  | More than expected |  | Consistently more |

## How much interest did the candidate show in the position?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Less than expected |  | As expected |  | More than expected |  | Consistently more |

### Additional comments

[Response]

## **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 |  |