Interview Evaluation Form

Fill this in alone, the same day as the interview, before you talk to anyone else about the candidate. Base every rating on what the candidate said or did in this interview, and write at least one line of evidence for any rating of 1, 2 or 5. Mark N/A for anything you did not assess.

INTERVIEW INFORMATION

Candidate name

Position

Requisition number

Interviewer name and title

Interview date

Interview round

☐ Recruiter screen ☐ Hiring manager interview ☐ Panel ☐ Technical / skills interview ☐ Final interview

Format

☐ In person ☐ Video ☐ Phone

Length of interview (minutes)

RATING SCALE

5 = Outstanding: clear, specific evidence well above what the role requires.
4 = Strong: specific evidence above the requirement in some respects.
3 = Meets: enough specific evidence that the candidate can do this well.
2 = Below: limited or vague evidence; significant development needed.
1 = Not demonstrated: no relevant evidence, or evidence of a real problem.
N/A = Not covered in this interview.

JOB-RELATED CRITERIA

Relevant experience and knowledge for this role: rating 1-5

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Evidence (experience and knowledge)

Technical or job-specific skills [name the skill]: rating 1-5

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Evidence (job-specific skills)

Problem solving and judgment: rating 1-5

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Evidence (problem solving)

Communication (clarity, listening, adapting to the audience): rating 1-5

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Evidence (communication)

Working with others / customer orientation: rating 1-5

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Evidence (working with others)

Reliability, ownership and follow-through: rating 1-5

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Evidence (reliability)

[Role-specific criterion, e.g. leading a team / sales results]: rating 1-5

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Evidence (role-specific criterion)

REQUIREMENTS CHECK

Available for the required schedule, shift or travel

☐ Yes ☐ No ☐ Not discussed

Holds required license or certification

☐ Yes ☐ No ☐ Not applicable

Compensation expectations within the posted range

☐ Yes ☐ No ☐ Not discussed

Available start date

OVERALL ASSESSMENT

Top two strengths for this role (with examples)

Concerns or gaps, and what they are based on

What the next interviewer should probe

Candidate's questions and level of interest

Average of rated criteria

Recommendation

☐ Strongly recommend ☐ Recommend ☐ Do not recommend ☐ Strongly do not recommend

Would you be comfortable with this person on your team?

☐ Yes ☐ No

☐ I completed this form independently and based it only on job-related evidence

Interviewer signature

Date

Date submitted