Panel Interview Evaluation Form

Each panelist completes Part A alone, during or right after the interview, before any discussion. Score only what you saw or heard, and write the evidence. The panel chair completes Part B in the debrief. Ratings: 4 = Strong evidence, exceeds the bar. 3 = Clear evidence, meets the bar. 2 = Partial or mixed evidence. 1 = Little or no evidence, or a concern.

INTERVIEW DETAILS

Candidate name or ID

Position

Interview date

Format

☐ Panel interview (one candidate) ☐ Group interview (several candidates)
☐ Assessment center exercise ☐ Video panel

Panelist name

Panelist role

☐ Panel chair ☐ Hiring manager ☐ Peer / future colleague ☐ HR / recruiter
☐ Subject matter expert ☐ Cross-functional partner

Competencies assigned to me for questioning

PART A: COMPETENCY RATINGS (COMPLETE INDEPENDENTLY)

Competency 1: [e.g. Customer focus]. Rating

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not assessed

Competency 1 evidence: what the candidate said or did

Competency 2: [e.g. Problem solving]. Rating

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not assessed

Competency 2 evidence

Competency 3: [e.g. Communication]. Rating

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not assessed

Competency 3 evidence

Competency 4: [e.g. Teamwork]. Rating

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not assessed

Competency 4 evidence

Competency 5: [Role-specific skill or knowledge]. Rating

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not assessed

Competency 5 evidence

GROUP OR EXERCISE OBSERVATIONS (GROUP INTERVIEWS AND ASSESSMENT DAYS)

Exercise name

Contributed ideas and built on others' ideas

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not observed

Listened and let others speak

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not observed

Kept the group on task and time

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not observed

Quality of output or recommendation

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not observed

Specific moments that support these ratings

PANELIST RECOMMENDATION

My recommendation

☐ Strong hire ☐ Hire ☐ No hire ☐ Strong no hire

Main reason, in one or two sentences

Questions or concerns to raise in the debrief

Panelist signature

Date

Time completed

PART B: PANEL CONSOLIDATION (PANEL CHAIR)

Panelists' ratings by competency (list each panelist's score)

Competencies where ratings differ by 2 or more points

Evidence discussed to resolve differences

Agreed rating, competency 1

☐ 4 ☐ 3 ☐ 2 ☐ 1

Agreed rating, competency 2

☐ 4 ☐ 3 ☐ 2 ☐ 1

Agreed rating, competency 3

☐ 4 ☐ 3 ☐ 2 ☐ 1

Agreed rating, competency 4

☐ 4 ☐ 3 ☐ 2 ☐ 1

Agreed rating, competency 5

☐ 4 ☐ 3 ☐ 2 ☐ 1

Total agreed score (out of 20)

Panel decision

☐ Advance / offer ☐ Hold for comparison ☐ Decline

Rationale for decision

Panel chair signature

Date

Date