

Administrative Interview Evaluation Form Template



Candidate Name:						Name of Interviewer:	
Interviewed for Job Role:						Date / Time of Interview:	
		Poor	Fair	Good	Great		
Q1	Was the candidate prepared for the interview? (Researched company, dressed appropriately, arrived on time?)					Describe:	
Q2	Does his/her administrative experience match what's needed? (Work experience, computer classes, life experience, or volunteer work?)					Describe:	
Q3	Does he/she have some or all of the required credentials? (For example: education, software certification, licenses, notary certification?)					Describe:	
Q4	How are the candidate's interpersonal skills? (Friendly, smiling, outgoing, kind, fun, interactive?)					Describe:	
Q5	How good are his/her communication skills? (Written skills, i.e. resume, application, as well as verbal skills)					Describe:	
Q6	How well does his/her prior job skills match the job requirements? (Specific technical tools, approaches, examples?)					Describe:	
Q7	How well did the candidate answer teamwork job-related questions? (Likes working with others, good rapport?)					Describe:	
Q8	How well did the candidate answer customer service-related questions? (Customer focused, good listener, problem solver?)					Describe:	
Q9	How open did he/she appear to be to learning new things? (Willing to learn, attend training, accept feedback?)					Describe:	
Q10	How interested did the candidate seem in getting the job? (In the job, the pay, the hours, the work requirements?)					Describe:	
Tally how many answers were marked as Poor, Fair, Good, or Great. You should have 10 checkmarks total across all questions (or the total should correspond to the number of questions).						Additional notes to support your recommendation:	
What was YOUR overall impression of the candidate? (circle one)		Poor	Fair	Good	Great		
Do YOU recommend we move forward with this candidate? (circle one)		No	Yes				