

Complex Interview Evaluation Form Template



Candidate Name:
Interviewed for Job Role:

Name of Interviewer:
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 experience appear to match what's needed? (Work experience, life experience, or volunteer work?)					Describe:
Q3	Does he/she have some or all of the required credentials? (For example: education, licenses, certifications?)					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 technical 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	Job Specific Skill 1: Personality / Communication style (Do you feel the candidate will be able to blend with others on the team?)					Describe:
Q10	Job Specific Skill 2: Leadership (Did the candidate demonstrate empathy and leadership?)					Describe:
Q11	Job Specific Skill 3: Ability to listen / Relate (Do you think this individual will be a good listener?)					Describe:
Q12	Job Specific Skill 4: Evidence of ethics / credibility (Do you believe this person will be perceived as credible? Ethical?)					Describe:
Q13	Job Specific Skill 5: Ability to earn trust of team, peers, clients (Likely to be successful earning trust in our environment?)					Describe:
Q14	Job Specific Skill 6: Sales / Presentation skills (Has the requisite skills for presenting ideas or doing sales?)					Describe:
Q15	Job Specific Skill 7: Evidence of critical thinking (Able to explain how they solve a problem, build a process?)					Describe:

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Q16	Job Specific Skill 8: Ability to lead a team/build leaders (Able to describe past success, current approach to team building.)					Describe:
Q17	Job Specific Skill 9: Ability to avoid and/or address conflict (Can they describe how they avoid, and or have addressed conflict?)					Describe:
Q18	Job Specific Skill 10: Examples of solid prioritization skills (Can the candidate describe how to prioritize his/her day, week, month?)					Describe:
Q19	How open did the candidate appear to be to learning new things? (Willing to learn, attend training, accept feedback?)					Describe:
Q20	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 20 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			