

Interview Evaluation Candidate Scorecard Template - Simple

Candidate Name:

Date:

Interviewed for Job Role:

Instructions:

After filling out the candidate and interviewer details, please refer to the Simple Interview Evaluation Form to obtain the number of checkmarks per rating for each interviewer (for columns D to G) and other relevant data, such as Overall Impression, Recommendation, and Interviewer Comments.

For column H, calculate and input the applicable score based on the following points: Poor = 1 point, Fair = 2 points, Good = 3 points, and Great = 4 points. Then, refer to this scoring guide: Great candidate = 34-40 points, Good candidate = 26-33 points, Mixed fit = 18-25 points, and Poor fit = 10-17 points.

Interviewer Name	Interviewer's Position	Interview Round	Note: For these four columns, the total count across all ratings per interviewer must be 10 (or the total number of interview questions).				Total Score (Out of 40 pts)	Overall Impression		
			# of Poor	# of Fair	# of Good	# of Great		Poor, Fair, Good, or Great	Recommend? (Y/N)	Interviewer Reason/ Notes
Full Name										
Full Name										
Full Name										
Full Name										
Full Name										

#DIV/0! Average Rating Score