

# Manager/Supervisor Interview Evaluation Form Template



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|----------------------------------|
| <b>Candidate Name:</b>           |
| <b>Interviewed for Job Role:</b> |

|                                  |
|----------------------------------|
| <b>Name of Interviewer:</b>      |
| <b>Date / Time of Interview:</b> |

|     |                                                                                                                                                                      | Poor | Fair | Good | Great |           |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|-------|-----------|
| Q1  | Was the candidate prepared for the interview?<br>(Researched company, dressed appropriately, arrived on time?)                                                       |      |      |      |       | Describe: |
| Q2  | Does his/her experience appear to match what's needed?<br>(Work experience, life experience, or volunteer work?)                                                     |      |      |      |       | Describe: |
| Q3  | Does he/she have some or all of the required credentials?<br>(For example: education, licenses, certifications?)                                                     |      |      |      |       | Describe: |
| Q4  | How are the candidate's interpersonal skills?<br>(Friendly, smiling, outgoing, kind, fun, interactive?)                                                              |      |      |      |       | Describe: |
| Q5  | How good are his/her communication skills?<br>(Written skills, i.e. resume, application, as well as verbal skills)                                                   |      |      |      |       | Describe: |
| Q6  | How well does his/her technical skills match the job requirements?<br>(Specific technical tools, approaches, examples?)                                              |      |      |      |       | Describe: |
| Q7  | How well did the candidate answer teamwork job-related questions?<br>(Likes working with others, good rapport?)                                                      |      |      |      |       | Describe: |
| Q8  | How well did the candidate answer customer service-related questions?<br>(Customer focused, good listener, problem solver?)                                          |      |      |      |       | Describe: |
| Q9  | How well will the candidate's people style match our organization?<br>(Do you feel the candidate will be able to blend with others on the team?)                     |      |      |      |       | Describe: |
| Q10 | Did the candidate demonstrate leadership characteristics?<br>(Did the candidate demonstrate empathy and leadership?)                                                 |      |      |      |       | Describe: |
| Q11 | To what extent does he/she appear to be a good listener? Relatable?<br>(Do you think this individual will be a good listener?)                                       |      |      |      |       | Describe: |
| Q12 | Does he/she appear to be credible and ethical in approach?<br>(Do you believe this person will be perceived as credible? Ethical?)                                   |      |      |      |       | Describe: |
| Q13 | Do you think the candidate would be able to earn trust of our team?<br>(How likely to you think it is that peers, employees, and customers would trust this person?) |      |      |      |       | Describe: |
| Q14 | Does he/she have the appropriate sales and/or presentation skills?<br>(Has the requisite skills for presenting ideas or doing sales?)                                |      |      |      |       | Describe: |
| Q15 | To what extent did the candidate demonstrate critical thinking skills?<br>(Able to explain how they solve a problem, build a process?)                               |      |      |      |       | Describe: |

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|                                                                                                                                                                                         |                                                                                                                                                     | Poor | Fair | Good | Great |                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|-------|--------------------------------------------------|
| Q16                                                                                                                                                                                     | Would the candidate be, or has been, successful at building teams?<br>(Able to describe past success, current approach to team building.)           |      |      |      |       | Describe:                                        |
| Q17                                                                                                                                                                                     | How well has the candidate addressed or avoided conflict?<br>(Can they describe how they avoid, and or have addressed conflict?)                    |      |      |      |       | Describe:                                        |
| Q18                                                                                                                                                                                     | Does he/she prioritize well or able to demonstrate getting things done?<br>(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?<br>(Willing to learn, attend training, accept feedback?)                            |      |      |      |       | Describe:                                        |
| Q20                                                                                                                                                                                     | How interested did the candidate seem in getting the job?<br>(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  |      |       |                                                  |