

# Project Management 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 well does his/her technical skills match the job requirements?<br>(Specific technical tools, approaches, examples?)                                 |      |      |      |       | Describe: |
| Q5  | How well did the candidate answer teamwork job-related questions?<br>(Likes working with others, good rapport?)                                         |      |      |      |       | Describe: |
| Q6  | How well did the candidate answer customer service-related questions?<br>(Customer focused, good listener, problem solver?)                             |      |      |      |       | Describe: |
| Q7  | Job Skill 1: Good interpersonal, people skills, relateable?<br>(Likely to get along with multiple personalities and styles? Easy to talk to)            |      |      |      |       | Describe: |
| Q8  | Job Skill 2: Likely to succeed with diverse team of people?<br>(Demonstrated facilitative leadership skills, accepting of multiple races, styles)       |      |      |      |       | Describe: |
| Q9  | Job Skill 3: Project management processes, systems?<br>(PMP certification, or experience and/or demonstrated expertise managing large projects?)        |      |      |      |       | Describe: |
| Q10 | Job Skill 4: Evidence of ethics / credibility<br>(Demonstrated experience in addressing concerns and has enough credibility to be believable?)          |      |      |      |       | Describe: |
| Q11 | Job Skill 5: Ability to earn trust of team, peers, clients<br>(Likely to be successful earning trust in our environment?)                               |      |      |      |       | Describe: |
| Q12 | Job Skill 6: Solid written and verbal communication skills.<br>(Clear resume, ability to craft professional email, understandable, not too much jargon) |      |      |      |       | Describe: |
| Q13 | Job Skill 7: Evidence of critical thinking<br>(Able to describe how they might or have solved a technical problem)                                      |      |      |      |       | Describe: |
| Q14 | Job Skill 8: Ability to lead a team/build leaders<br>(Experience or ability to help others grow in their career)                                        |      |      |      |       | Describe: |
| Q15 | Job Skill 9: Ability to avoid and/or address conflict<br>(Able to describe how they have addressed and/or avoided conflict)                             |      |      |      |       | Describe: |

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|                                                                                                                                                                                                |                                                                                                                          | <i>Poor</i> | <i>Fair</i> | <i>Good</i> | <i>Great</i> |                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|--------------|---------------------------------------------------------|
| Q16                                                                                                                                                                                            | Job Skill 10: Examples of solid prioritization skills<br>(Ability to describe thought processs in choosing prioiroities) |             |             |             |              | <i>Describe:</i>                                        |
| Q17                                                                                                                                                                                            | How open did they appear to be to learning new things?<br>(Willing to learn, attend training, accept feedback?)          |             |             |             |              | <i>Describe:</i>                                        |
| Q18                                                                                                                                                                                            | How interested did the candidate seem in getting the job?<br>(In the job, the pay, the hours, the work requirements?)    |             |             |             |              | <i>Describe:</i>                                        |
|                                                                                                                                                                                                |                                                                                                                          |             |             |             |              |                                                         |
| <b>Tally how many answers were marked as Poor, Fair, Good, or Great. You should have 18 checkmarks total across all questions (or the total should correspond to the number of questions).</b> |                                                                                                                          |             |             |             |              | <i>Additional notes to support your recommendation:</i> |
| <b>What was YOUR overall impression of the candidate? (circle one)</b>                                                                                                                         |                                                                                                                          | Poor        | Fair        | Good        | Great        |                                                         |
| <b>Do YOU recommend we move forward with this candidate? (circle one)</b>                                                                                                                      |                                                                                                                          | No          | Yes         |             |              |                                                         |