

Technical 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: Appropriate hardware skills/experience? (Experience in the specific hardware used, or similar)					Describe:
Q10	Job Specific Skill 2: Appropriate software skills/experience? (Experienced in software, web, OS, and other tools required?)					Describe:
Q11	Job Specific Skill 3: Skills or ability in process thinking/ process flows? (Able to describe/ demonstrate process experience)					Describe:
Q12	Job Specific Skill 4: Skills in testing & review cycles, and approvals? (Able to describe/ demonstrate testing & review process)					Describe:
Q13	Job Specific Skill 5: Vendor negotiation skills and/or experience? (Able to describe/ demonstrate vendor negotiations)					Describe:
Q14	Job Specific Skill 6: Able to find answers to complex questions? (Able to describe resources, process to learn more, specific industry or web sites?)					Describe:
Q15	Job Specific Skill 7: Ability to troubleshoot/ problem solve? (Able to describe problem solving examples/ experience)					Describe:

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Q16	Job-Specific Skill 8: Proficiency in written/verbal technical communication? (Able to talk to and be understood by non-technical internal / external customers?)					Describe:
Q17	Job Specific Skill 9: Would show good judgement in tough situations? (Able to describe decision making/ judgement on tough calls)					Describe:
Q18	Job Specific Skill 10: More confident than arrogant? (Does this person demonstrate enough or too much confidence?)					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			