

CANDIDATE INTERVIEW EVALUATION FORM

Candidate Info

Candidate's Name: _____

Job Title/Experience: _____

Phone/Text: _____ Email: _____

Bilingual: Y / N Language(s): _____

Scoring

1 – Unsatisfactory 2 – Satisfactory 3 – Average 4 – Above Average 5 – Exceptional

Educational Background – Does the candidate have the appropriate educational qualifications?

Rating: 1 2 3 4 5

Comments:

Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction

Rating: 1 2 3 4 5

Comments:

Prior Work Experience – Has the candidate acquired necessary skills or qualifications through past work experiences? Portfolio?

Rating: 1 2 3 4 5

Comments:

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position? Certifications?

Rating: 1 2 3 4 5

Comments:

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 4 5

Comments:

Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Overall Impression and Recommendation – Final comments and recommendations for proceeding with this candidate.

Comments: