

Candidate Interview Evaluation Template

Date:		Candidate Name:	
Hiring Manager:		Position:	
Interviewer:		Department:	

Instructions:

Use this evaluation form to objectively assess and rate a candidate's knowledge, skills, education and experiences relevant to the qualifications of the job that they are applying for

NOTE: Evaluation criteria may vary. Edit that section based on the required qualifications of the position being interviewed for.

Rating:

3 = Meets or exceeds required qualifications

2 = Meets most required qualifications

1 = Meets some required qualifications

0 = Does not meet required qualifications or not applicable (N/A)

	Rating			
	3	2	1	0
Background				
Evaluate the candidates experience, employment and volunteer history				
Education & Training				
Evaluate the candidate's education and training background				
Technical Skills & Competencies				
Technical Knowledge				
Assess the candidate's technical knowledge (<i>e.g. how much they know about how to perform the work</i>)				
Technical/Applied Work Experience				
Assess the candidate's demonstrated technical knowledge and skills, including transferrable skills (<i>e.g. how they have applied their technical knowledge or skills in previous employment or volunteer work</i>)				
Soft Skills				
Work Ethic				
Consider the candidate's demonstrated work style, strengths and beliefs, compared to the values, mission, and vision of the company				
Responding to Pressure/Flexibility				
Evaluate the candidate's demonstrated ability to perform, adapt and achieve goals within situations that are high-pressure (<i>e.g. multiple competing or simultaneous demands</i>) or involve frequent changes				
Self-Motivation				

Consider the candidate's proven ability to complete work and/or accomplish goals				
Interpersonal Skills Evaluate the candidate's proven ability to communicate, build relationships, and manage conflict in a respectful way				
Teamwork Consider the candidate's demonstrated ability to respect, value and work with others of diverse backgrounds, experiences and abilities				
Leadership Consider the candidate's proven ability to inspire, motivate and support others and lead-by-example in a way that promotes equity, diversity, inclusion and respect				
Overall Impression Consider the candidate's overall professionalism, demeanour, self-confidence and maturity				
Sub Totals				
GRAND TOTAL				

Notes:

Overall first impression, strengths or concerns about the candidate's suitability for the job and fit within the team and business that should be considered.

Compensation Expectations (Salary/wage, benefits, vacation, etc.)

Schedule Availability

Next Steps