**CANDIDATE INTERVIEW EVALUATION FORM**

**Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Scoring**

Candidate evaluation forms are to be completed by the interviewer to rank the candidate’s overall qualifications for the position. Under each heading, the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

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

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**Experience**

**Educational Background -** Does the candidate meet the education requirements to hold a management level role at this company?

Rating: 1 2 3 4 5

Comments:

**Certifications -** Does the candidate hold the desired management certifications and training?

Rating: 1 2 3 4 5

Comments:

**Management Experience -** Does the candidate have sufficient and relevant management experience?

Rating: 1 2 3 4 5

Comments:

**Behavioral Questions**

**Owner vs. Participant -** Did the candidate play a primary or marginal role?

Rating: 1 2 3 4 5

Comments:

**Good vs. Great Achievement -** Was the achievement impressive? Were the results largely due to the candidate’s impact? Or would the results have occurred, even without the candidate’s achievement?

Rating: 1 2 3 4 5

Comments:

**Communication Skills -** Is the candidate’s story easy-to-follow and memorable? Was it a struggle to extract information from the candidate? Did the candidate provide a response that is well-organized?

Rating: 1 2 3 4 5

Comments:

**Problem Solving -** Did the candidate take an unfamiliar, unambiguous question, problem or situation and provide a plan as well as compelling leadership?

Rating: 1 2 3 4 5

Comments:

**Leadership**

**Leadership Skills -** Did the candidate demonstrate abilities and accomplishments as a leader? Did he or she demonstrate an ability to build trust, provide feedback and develop the skills of direct reports?

Rating: 1 2 3 4 5

Comments:

**Decision Making Skills -** Did the candidate demonstrate an ability to make timely and informed decisions?

Rating: 1 2 3 4 5

Comments:

**Motivational Ability -** How does the candidate use feedback and acknowledgement to inspire productivity?

Rating: 1 2 3 4 5

Comments:

**Supervising Others -** Can the candidate effectively direct the actions of others, assess workload needs, maintain a productive working environment, and resolve conflicts or problems?

Rating: 1 2 3 4 5

Comments:

**Flexibility -** Can the candidate shift gears and change behavior according to the situation? Can the candidate reassess priorities and come up with new ideas when needed?

Rating: 1 2 3 4 5

Comments:

**Performance Management -** Does the candidate provide an effective process for performance management? How does the candidate provide employees with measurable goals? How does the candidate control and verify the accomplishment of work and department goals?

Rating: 1 2 3 4 5

Comments:

**Delegation -** How does the candidate go about identifying employees’ strengths and weaknesses to assign duties?

Rating: 1 2 3 4 5

Comments:

**Communication Style -** Does the candidate value and encourage open communication among team members? How does he or she encourage others to express concerns and ideas?

Rating: 1 2 3 4 5

Comments:

**Integrity -** Does the candidate have experience handling confidential information? How does the candidate manage work relationships and follow company policies to set a good example for his or her team?

Rating: 1 2 3 4 5

Comments:

**Intelligence**

**Thoughtful Insights -** Did the candidate provide thought-provoking insights? Did you feel smarter after talking to the candidate?

Rating: 1 2 3 4 5

Comments:

**Creativity -** Did the candidate show vision and imagination?

Rating: 1 2 3 4 5

Comments: