

## 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
<b>Background</b>				
Evaluate the candidates experience, employment and volunteer history				
<b>Education &amp; Training</b>				
Evaluate the candidate's education and training background				
<b>Technical Skills &amp; Competencies</b>				
<b>Technical Knowledge</b>				
Assess the candidate's technical knowledge ( <i>e.g. how much they know about how to perform the work</i> )				
<b>Technical/Applied Work Experience</b>				
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> )				
<b>Soft Skills</b>				
<b>Work Ethic</b>				
Consider the candidate's demonstrated work style, strengths and beliefs, compared to the values, mission, and vision of the company				
<b>Responding to Pressure/Flexibility</b>				
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				
<b>Self-Motivation</b>				

Consider the candidate's proven ability to complete work and/or accomplish goals				
<b>Interpersonal Skills</b> Evaluate the candidate's proven ability to communicate, build relationships, and manage conflict in a respectful way				
<b>Teamwork</b> Consider the candidate's demonstrated ability to respect, value and work with others of diverse backgrounds, experiences and abilities				
<b>Leadership</b> 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				
<b>Overall Impression</b> Consider the candidate's overall professionalism, demeanour, self-confidence and maturity				
<b>Sub Totals</b>				
<b>GRAND TOTAL</b>				

<p><b>Notes:</b></p> <p>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.</p>

<b>Compensation Expectations</b> (Salary/wage, benefits, vacation, etc.)
<b>Schedule Availability</b>
<b>Next Steps</b>