

# Interview Evaluation Form

Fill in one form per interviewer, right after the interview and before discussing the candidate. Rate only job-related criteria agreed before interviews began.

CANDIDATE NAME

POSITION

INTERVIEWER

INTERVIEW DATE

INTERVIEW TYPE

☐ Phone screen ☐ Video ☐ In person ☐ Panel ☐ Skills exercise

Rating scale: 4 = Strong evidence, exceeds the requirement. 3 = Meets the requirement. 2 = Partly meets or limited evidence. 1 = Does not meet.  
N/A = Not assessed in this interview.

## 1. CRITERIA AND EVIDENCE

| CRITERION (FROM JOB REQUIREMENTS) | EVIDENCE: WHAT THE CANDIDATE SAID OR SHOWED | RATING |
|-----------------------------------|---------------------------------------------|--------|
|                                   |                                             |        |
|                                   |                                             |        |
|                                   |                                             |        |
|                                   |                                             |        |
|                                   |                                             |        |

STRENGTHS RELATED TO THE JOB

CONCERNS OR GAPS RELATED TO THE JOB

QUESTIONS TO FOLLOW UP IN THE NEXT ROUND OR WITH REFERENCES

## 2. RECOMMENDATION

OVERALL RECOMMENDATION

☐ Advance ☐ Do not advance ☐ Need more information

Keep notes to job-related facts. Do not record guesses about age, family plans, health, religion, national origin, or other protected characteristics.

INTERVIEWER: PRINTED NAME

SIGNATURE

DATE