



Interview Evaluation Template

presented by:



What is Interview Evaluation Form/ Template?

It's a type of assessment form used by recruiters to evaluate candidates. It's important to use some format for ensuring a consistent and unbiased assessment of candidates.

Why should HR Professionals use Interview evaluation form/ templates?

These customized templates help in evaluating different aspects of candidates and provide structured way to compare multiple candidates.



Overview of the sections HR professionals should consider including in an Interview Evaluation Template

- ➔ Personal Information
- ➔ Job Relevance
- ➔ Applicants' skills assessment
- ➔ Applicants culture fit
- ➔ Interviewer's Evaluation and recommendations
- ➔ Next steps



Tips for Effective Interview Evaluations

- 👉 **Prepare in Advance:** Familiarize yourself with the candidate's resume and the job description.
- 👉 **Use Structured Interviews:** Ask consistent questions of all candidates to ensure fairness.
- 👉 **Take Detailed Notes:** Document key points and examples during the interview.
- 👉 **Involve Multiple Interviewers:** Gain diverse perspectives by having a panel of interviewers.
- 👉 **Avoid Bias:** Be aware of personal biases and focus on objective criteria.
- 👉 **Follow Up Promptly:** Provide timely feedback to candidates to maintain a positive hiring experience.



Template/ Form

Candidate's Name: _____ **Date:** _____

Interviewed By: _____

Position Applied for: _____

Evaluation Criteria

Suggested scoring system:

- 5★ – Excellent (significantly exceeds criteria)
- 4★ – Above Average (exceeds criteria)
- 3★ – Average (meets criteria)
- 2★ – Below Average (generally does not meet criteria)
- 1★ – Unacceptable (significantly below criteria)

Template/ Form

Educational Background

Does the candidate have the appropriate educational qualifications or training for this position?



Your comments here...

Prior Work Experience

Has the candidate acquired necessary skills or qualifications through past work experience?



Your comments here...

Technical Qualifications

Does the candidate have the technical skills necessary for this position?



Your comments here...

Template/ Form

Leadership Ability

Did the candidate demonstrate the leadership skills necessary for this position?



Your comments here...

Communication Skills

How were the candidate's communication skills during the interview?



Your comments here...

Overall Impression and Recommendation

Final comments and recommendations for proceeding with this candidate.



Your comments here...

Template/ Form

Knowledge of Company

Did the candidate research the company prior to the interview?



Your comments here...

Your comments here...

Teambuilding/Interpersonal Skills

Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?



Your comments here...

Time Management

Did the candidate demonstrate, through their answers, good time management skills?



Your comments here...

Salary Expectations

What were the candidates' salary expectations? Were they within the range for the position?





CONNECT WITH US

**INDIA'S FASTEST GROWING
HR & PAYROLL SOFTWARE**



SCAN HERE

Get more knowledgeable resources like this:

runtimehrms.com/hr-toolkit

CONTRIBUTIONS BY

Mamta Fasge