**Candidate Interview Evaluation Template**

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

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| **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 met required qualifications or not applicable (N/A) |

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| --- | --- | --- | --- | --- |
|  | **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 *(e.g. how much they know about how to perform the work)* |  |  |  |  |
| **Technical/Applied Work Experience**  Assess the candidate’s demonstrated technical knowledge and skills, including transferrable skills *(e.g. how they have applied their technical knowledge or skills in previous employment or volunteer work)* |  |  |  |  |
| **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 (e.g. multiple competing or simultaneous demands) 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** |  | | | |

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| **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. |
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| **Compensation Expectations** (Salary/wage, benefits, vacation, etc.) |
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| **Schedule Availability** |
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| **Next Steps** |
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