

INTERVIEW WORKSHEET

Candidate Name:		Interview Date:			
Position Title:		Interviewer:			
Instructions: Based on the Hiring Manager's goals for the position, assess the candidate on a scale from 1 to 3 (1 = strongly disagree and 3 = strongly agree) on the following skills and competencies. Add your comments where appropriate and provide a final recommendation. Return to Hiring Manager 24 hours following the interview. Please note: this form is for evaluation purposes only and not a document to take interview notes.					

Functional Skills, Work History and Education	Candidate has the functional job skills, experience and/or education for success in the position. Individual seems capable of growth professionally in the role.	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments, strengths and/or weaknesses					
High Initiative and Self-Motivation	Provides examples of taking initiative and being proactive beyond general expectations. Takes lead in problem solving or creativity in work, showing self-motivation.	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments, strengths and/or weaknesses					
Company Culture and Team Fit	Attitude, work style, personality and past experience show the desire to be a part of a growing team and do what it takes to the get the job done.	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments, strengths and/or weaknesses					

Execution and Similar Success	Demonstrates that he/she can execute appropriate action to achieve the results necessary for success in the role. Has past successes for meeting or exceeding similar objectives.	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments, strengths and/or weaknesses					
Communication Skills	Candidate has exemplified adequate communication skills for the job. He/she was able to answer questions effectively, share information, tell stories and describe specifics with appropriate details.	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Comments, strengths and/or weaknesses					
Adaptability and Progressive	Candidate has experience adapting to new situations with ease. He/She shows the desire and willingness to impact progression	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

	within the organization and does not shy away from organizational change.				
Comments, strengths and/or weaknesses					
Position Fit	Based on the Hiring manager's explanation of the open position, including immediate job duties and future functions, this candidate is well suited for this specific job.	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Overall Areas of Concern					
Final recommendation regarding candidate as a fit for the particular position discussed.					
<input type="checkbox"/>	Recommend hire for this position	<input type="checkbox"/>	Recommend, but for another position or future position		
<input type="checkbox"/>	NOT recommend hire due to:				
<input type="checkbox"/>	Skills below required level	<input type="checkbox"/>	Inadequate or unrelated experience	<input type="checkbox"/>	Company or team fit
Comments:					