[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Interview Evaluation Sheet

Score each candidate against the same competencies so interview decisions are consistent and easy to compare.

Candidate details

Field	Entry
Candidate name	**[Candidate name]**
Role	**[Role]**
Interview date	**[Interview date]**
Interviewer	**[Interviewer name]**
Interview type	**[Interview type]**

Interview type (tick one):

☐	First interview	☐	Second interview	☐	Final interview

How to rate

Rate each competency from 1 to 5 using the key below. Weighted score = weight x rating. Add the weighted scores to get the overall rating out of 5.

Rating	Meaning
5	Excellent
4	Good
3	Satisfactory
2	Needs development
1	Poor

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Scoring

Competency	Weight	Rating (1-5)	Weighted score	Comments
Relevant experience	20%	**[Rating]**	**[Weighted score]**	**[Comments]**
Technical or role knowledge	20%	**[Rating]**	**[Weighted score]**	**[Comments]**
Communication	15%	**[Rating]**	**[Weighted score]**	**[Comments]**
Problem solving	15%	**[Rating]**	**[Weighted score]**	**[Comments]**
Teamwork and collaboration	15%	**[Rating]**	**[Weighted score]**	**[Comments]**
Motivation and interest	15%	**[Rating]**	**[Weighted score]**	**[Comments]**
Overall rating (out of 5)	100%		**[Total]**	

Overall impression

Field	Entry
Strengths	**[Enter details]**
Concerns	**[Enter details]**

Recommendation

Hire recommendation (tick one):

☐	Hire	☐	Second interview	☐	Reject

Interviewer and date

Field	Entry
Interviewer	**[Interviewer name]**

[Company name]

Date	**[Date]**
Signature	**[Signature]**