**Ashford Business Services Ltd**

# 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 | **9 November 2026** |
| Role | **Office Manager** |
| Interview date | **9 November 2026** |
| Interviewer | **Sarah Mitchell** |
| 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 |

## Scoring

| Competency | Weight | Rating (1-5) | Weighted score | Comments |
|---|---|---|---|---|
| Relevant experience | 20% | **Rating** | **Weighted score** | **Comments as agreed at the meeting.** |
| Technical or role knowledge | 20% | **Rating** | **Weighted score** | **Comments as agreed at the meeting.** |

| | | | | |
|---|---|---|---|---|
| Communication | 15% | **Rating** | **Weighted score** | **Comments as agreed at the meeting.** |
| Problem solving | 15% | **Rating** | **Weighted score** | **Comments as agreed at the meeting.** |
| Teamwork and collaboration | 15% | **Rating** | **Weighted score** | **Comments as agreed at the meeting.** |
| Motivation and interest | 15% | **Rating** | **Weighted score** | **Comments as agreed at the meeting.** |
| Overall rating (out of 5) | 100% | | **£45.00** | |

## Overall impression

| Field | Entry |
|---|---|
| Strengths | **Enter details as agreed at the meeting.** |
| Concerns | **Enter details as agreed at the meeting.** |

## Recommendation

Hire recommendation (tick one):

| | | | | | |
|---|---|---|---|---|---|
| ☐ | Hire | ☐ | Second interview | ☐ | Reject |

## Interviewer and date

| Field | Entry |
|---|---|
| Interviewer | **Sarah Mitchell** |
| Date | **9 November 2026** |
| Signature | **Sarah Mitchell** |