



# PHOENIXHR LLC

HR services that help businesses thrive not just survive.  
 LinkedIn & resume writing that connects people with success.

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## CANDIDATE INTERVIEW EVALUATION FORM – COMPANY CONFIDENTIAL

<b>CANDIDATE NAME:</b>							
<b>POSITION INTERVIEWED FOR:</b>							
<b>INTERVIEW DATE:</b>							
<b>INTERVIEWER NAME:</b>							
	FOR QUALITATIVE ANSWERS:	LOW		AVERAGE		HIGH	NOT APPLICABLE
	FOR "YES/NO" ANSWERS:	NO		YES			
<b>EDUCATIONAL BACKGROUND</b>							
Does the candidate have the appropriate educational qualifications or training for the position?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5		
<b>Comments:</b>							
<b>PRIOR WORK EXPERIENCE</b>							
To what degree has the candidate acquired the necessary skills or qualifications for the position through past work experience?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5		
<b>Comments:</b>							
<b>TECHNICAL QUALIFICATIONS</b>							
Does the candidate have the technical skills necessary for this position?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5		
<b>Comments:</b>							
<b>CERTIFICATIONS</b>							
Does the candidate have the desired certifications for the position?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> NA	
<b>Comments:</b>							
<b>COMMUNICATION SKILLS</b>							
How were the candidate's communication skills during the interview? Was the candidate's story easy-to-follow and memorable? Was it a struggle to extract information from the candidate? Did the candidate provided well-organized responses?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5		
<b>Comments:</b>							
<b>PROBLEM SOLVING</b>							
How well, through their answers, did the candidate take an unfamiliar, unambiguous question, problem or situation and provide a compelling solution or answer? Did the candidate's answers display logic and/or creativity when appropriate?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5		
<b>Comments:</b>							
<b>DECISION MAKING SKILLS</b>							
How well, through their answers, did the candidate demonstrate an ability to make timely & informed decisions?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5		
<b>Comments:</b>							
<b>TIME MANAGEMENT/FLEXIBILITY</b>							
Did the candidate, through their answers, demonstrate good time management skills? Can the candidate shift gears and change behavior according to the situation? Can the candidate reassess priorities and come up with new ideas when needed?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5		
<b>Comments:</b>							
<b>TEAM BUILDING/INTERPERSONAL SKILLS</b>							
How well did the candidate demonstrate, through their answers, good teambuilding / interpersonal skills?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5		
<b>Comments:</b>							

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<b>CANDIDATE NAME:</b>	
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	FOR QUALITATIVE ANSWERS: LOW		AVERAGE		HIGH	NOT APPLICABLE
	NO		YES			
<b>INITIATIVE</b> Did the candidate demonstrate, through their answers, a high degree of initiative?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<b>Comments:</b>						
<b>CUSTOMER SERVICE SKILLS</b> Did the candidate demonstrate the knowledge & skills necessary to create a positive customer experience/interaction necessary for this position?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> NA
<b>Comments:</b>						
<b>INTEGRITY</b> Does the candidate have experience handling sensitive and/or confidential company information? How well does the candidate manage work relationships and follow company policies to set a good example?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<b>Comments:</b>						
<b>APPEARANCE</b> For in-person or video interviews, evaluate the candidate's dress/grooming/body language/eye contact. (Mark N/A if phone screening).	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> NA
<b>Comments:</b>						
<b>JOB EXPECTATIONS</b> To what degree does the candidate's job expectations align with the needs of the position?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<b>Comments:</b>						
<b>COMPENSATION HISTORY</b> Was the candidate's compensation history discussed (If "yes", you <b>must answer next question</b> ).	<input type="checkbox"/> YES		<input type="checkbox"/> NO			
If compensation history was discussed, did candidate disclose their compensation history <b>voluntarily and without prompting?</b> (If "no" you <b>must</b> explain in "Comments" below how the compensation history discussion came about).	<input type="checkbox"/> YES		<input type="checkbox"/> NO			
<b>Comments:</b>						
<b>PAY EXPECTATIONS</b> Was pay range for the position disclosed (If "yes", you <b>must answer next question</b> ).	<input type="checkbox"/> YES		<input type="checkbox"/> NO			
Did candidate ask about the pay range for the position? (If "no" you <b>must</b> explain in "Comments" below how the pay range discussion came about).	<input type="checkbox"/> YES		<input type="checkbox"/> NO			
To what degree does the candidate's pay expectations align with the needs of the position? (Explain as needed in "Comments" below).	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<b>Comments:</b>						
<b>CANDIDATE ENTHUSIASM</b> How much interest did the candidate show in this position?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<b>Comments:</b>						
<b>FINAL RECOMMENDATION &amp; COMMENTS</b> Proceed with considering this candidate? (Explain in comments).	<input type="checkbox"/> YES		<input type="checkbox"/> NO			
<b>REMEMBER: you are rating the candidate against the job, not against other applicants.</b>						
<b>Comments:</b>						

**UPON COMPLETION INTERVIEWER KEEPS ONE COPY & FORWARDS ONE COPY TO CORPORATE HR**