INTERVIEW REPORT
[Company Name]

CANDIDATE	DATE	INTERVIEWER
POSITION	**DEPARTMENT**	**HIRING MANAGER**

INSTRUCTIONS

Please complete this form immediately following your interview with the candidate. Please rate the candidate's answers to each interview question and provide written comments to annotate your ranking.

WORK EXPERIENCE

Does the candidate's previous job experience give him or her the skills needed to successfully meet the requirements of the position?

[ ] **1**–Unsatisfactory   [ ] **2**–Satisfactory   [ ] **3**–Average   [ ] **4**–Above average   [ ] **5**–Outstanding

EDUCATION

Does the candidate have the education and/or training to meet the requirements of this position?

[ ] **1**–Unsatisfactory   [ ] **2**–Satisfactory   [ ] **3**–Average   [ ] **4**–Above average   [ ] **5**–Outstanding

TECHNICAL QUALIFICATIONS

Does the candidate have the technical skills required for this position?

[ ] **1**–Unsatisfactory   [ ] **2**–Satisfactory   [ ] **3**–Average   [ ] **4**–Above average   [ ] **5**–Outstanding

COMMUNICATION SKILLS

Rate the candidate's communication skills.

[ ] **1**–Unsatisfactory   [ ] **2**–Satisfactory   [ ] **3**–Average   [ ] **4**–Above average   [ ] **5**–Outstanding

INTERPERSONAL SKILLS

Does the candidate have strong interpersonal skills? Will he or she be a good team player?

[ ] **1**–Unsatisfactory   [ ] **2**–Satisfactory   [ ] **3**–Average   [ ] **4**–Above average   [ ] **5**–Outstanding

TIME MANAGEMENT

Does the candidate seem to manage his or her time well?

[ ] **1**–Unsatisfactory   [ ] **2**–Satisfactory   [ ] **3**–Average   [ ] **4**–Above average   [ ] **5**–Outstanding

TRACK RECORD

Does the candidate have a high degree of success in meeting predetermined goals?

[ ] **1**–Unsatisfactory   [ ] **2**–Satisfactory   [ ] **3**–Average   [ ] **4**–Above average   [ ] **5**–Outstanding

CUSTOMER MINDSET

Does the candidate demonstrate a high level of customer-oriented thinking?

[ ] **1**–Unsatisfactory   [ ] **2**–Satisfactory   [ ] **3**–Average   [ ] **4**–Above average   [ ] **5**–Outstanding

ENTHUSIASM

How enthusiastic is the candidate about the position?

[ ] **1**–Unsatisfactory   [ ] **2**–Satisfactory   [ ] **3**–Average   [ ] **4**–Above average   [ ] **5**–Outstanding

COMPANY KNOWLEDGE

How well did the candidate prepare for the interview?

[   ] **1**–Unsatisfactory   [   ] **2**–Satisfactory   [   ] **3**–Average   [   ] **4**–Above average   [   ] **5**–Outstanding

SALARY EXPECTATIONS

Does the candidate have realistic salary expectations for this position?

[   ] **1**–Unsatisfactory   [   ] **2**–Satisfactory   [   ] **3**–Average   [   ] **4**–Above average   [   ] **5**–Outstanding

OVERALL RECOMMENDATION

How suited is the candidate for this job?

[   ] **1**–Unsatisfactory   [   ] **2**–Satisfactory   [   ] **3**–Average   [   ] **4**–Above average   [   ] **5**–Outstanding

OTHER COMMENTS