

COMBINED EVALUATION: PSYCHOMETRIC TESTS + INTERVIEW

60 % tests · 40 % interview · one score comparable across candidates

1. Details

Candidate	
Role	
Interviewer	
Date	

2. Test results (percentile 0-100)

Test	Percentile	Weight %	Notes
Verbal reasoning			
Numerical reasoning			
Abstract reasoning			
Attention and concentration			
Personality (relevant factor)			
Other			

3. Competency interview

Competency	Evidence (candidate's own words)	Score 1-5

4. Composite score

Weighted test average (0-100)	
Interview average (1-5) converted to 0-100: (avg - 1) x 25	
Composite = 0.6 x tests + 0.4 x interview	
Decision and reason	

5. Feedback for unsuccessful candidates (template)

Hi {name}, thank you for the time you put into the {role} process. We have decided to move forward with another candidate because, this time, we were looking for more experience in {competency}. We particularly

liked {strength}. With your permission we will keep you in mind for future openings. Best regards,
{interviewer}.

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