

Interview Evaluation Form

Score the evidence, not the impression: write what the candidate said or did next to every rating. Use the same form and the same rubric for every candidate for the role, and score before the debrief, not during it.

Candidate	
Position	
Interviewer	
Date	
Interview stage	Phone screen / First round / Second round / Final

Criteria

Criterion	Rating 1-5	Evidence (what they said or did)	Comments
Role-specific skills Can do the core work of the job at the level required			
Problem solving Frames the problem; decides with incomplete data			
Communication Clear, adapts to the listener, checks understanding			
Teamwork and collaboration Handles conflict, shares credit, manages dependencies			
Adaptability Stays effective through change; can name what they gave up			
Accountability Owns mistakes, warns early, follows through			
Motivation and fit Why this role, why now; matches how the team works			

Rating scale

Score	Meaning	Typical evidence
1	No example	Talks in the abstract; no real situation
2	Generic example	A situation, but their own actions are vague
3	Solid example	Specific situation, their actions, an outcome
4	Strong example	Above, plus the trade-off made and what they would change
5	Exceptional	Above, plus lasting impact on the team or the result

Overall evaluation

Key strengths	
Concerns or gaps	
Overall rating (1-5)	
Recommendation	Strong hire / Hire / No hire / Strong no hire
Next step	