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| HR Interview Evaluation |
| your logo here |
| Company Name |  |
| *Candidate’s Information* |
| Candidate Name: |  |
| Job Position Applied for: |  |
| Department: |  |
| Interviewer: |  |
| *Hiring Recommendation After completion of interview*  |  Hire Not Hire |
| *Candidate Evaluation By interviewer* |
|  | Poor | Mediocre | Satisfactory | Good | Excellent |
| Knowledge of Specific Job Skills and application |  |  |  |  |  |
| Related Job Experience/ qualifications |  |  |  |  |  |
| Related Education and Training |  |  |  |  |  |
| Initiative/ Dynamism |  |  |  |  |  |
| Communication/Listening Skills |  |  |  |  |  |
| Attitude/ Confidence Level |  |  |  |  |  |
| Presentation/ Appearance |  |  |  |  |  |
| Candidate’s Strengths |
|  |
| Candidate’s Weaknesses |
|  |
| Additional Comments |
|  |
| Please note: This is not the final recommendation for the candidate. This evaluation may not be agreed upon by the entire recruiting management. This form must be filed under \_\_\_\_\_\_\_\_\_\_\_.  |