|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 \_\_\_\_\_\_\_\_\_\_\_. | | | | | | | |