

Candidate Assessment for Interviewer



Interviewer's Name:

Stay organized with this free interviewing resource. Each interviewer should fill out one assessment per candidate.

****Pro Tip:** The form should be completed within 24 hours of the completion of the interview, so thoughts are fresh.**

Section 1: Questions for the Interview

Write your **questions for the candidate** ahead of the interview. During the interview, take simple notes as the candidate responds. Score each response from 1 to 5 (1 is low compatibility and 5 is high compatibility).

Candidate's Name:

		Score 1- 5 here
		Score 1- 5 here
		Score 1- 5 here
		Score 1- 5 here
		Score 1- 5 here

Section 2: Questions for After The Interview

These questions are **for you to ask yourself after the interview**. They're centered around the candidate's hard skills, soft skills, and values fit. Score each area from 1 to 5 (1 is low compatibility and 5 is high compatibility).

		Score 1- 5 here
		Score 1- 5 here
		Score 1- 5 here

Tally Up

Add the totals of each section together and determine if the candidate's total score meets your expectations for the role.


Section 1 Score	
Section 2 Score	
Total Score	

Debrief with the Hiring Team

After you have had time to reflect on your own regarding the candidate, bring the hiring team together for a debrief. Below are some recommended discussion questions. After the debrief, you should be ready to make a final decision.





****Pro Tip:** Have the HR representative or recruiter act as a facilitator for this discussion. They should review all interviewer assessments and make note of patterns to discuss with the group. We have found this debrief to be the most important part of the process. The hiring team often discovers some valuable considerations.**

 **Experience:** Was this candidate able to articulate real situations where they succeeded in their role?

 **Potential:** Will the candidate help drive your business towards success?

 **Training:** How much training will the candidate need for the role?

 **Growth Opportunity:** Can you see this person growing within the organization? Did they ask questions about the growth opportunities at the company?

 **Red or Orange Flags:** Did you note anything as an area of concern or discussion point for the interviewing team?