Project Management Interview Evaluation Form Template

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Candidate Name:	Name of Interviewer:
Interviewed for Job Role:	Date/Time of Interview:

		Poor	OK	Great	
Q1	Was the candidate **prepared** for the interview? (Research company, dressed appropiately, arrived on time?)				Describe:
Q2	Does their **experience** appear to match what's needed? (Work experience, life experience or volunteer work?)				Describe:
Q3	Do they have some or all of the required **credentials**? (For example, education, licenses, certifications?)				Describe:
Q4	How are their **interpersonal** skills? (Friendly, smiling, outgoing, kind, fun, interactive?)				Describe:
Q5	How good are their **communication** skills? (Written skills, i.e. resume, application, as well as verbal skills)				Describe:
Q6	How well do their **technical** skills match job requirements? (Specific technical tools, approaches, examples?)				Describe:
Q7	How well did they answer **teamwork** job related questions? (Likes working with others, good rapport?)				Describe:
Q8	How well did they answer **customer service** related questions? (Customer focused, good listener, problem solver?)				Describe:
Q9	Job Skill 1: Good interpersonal/**people skills**, relateable? (Likely to get along with multiple personalities and styles? Easy to talk to)				Describe:
Q10	Job Skill 2: Likely to succeed with **diverse** team of people? (Demonstrated facilitative leadership skills, accepting of multiple races, styles)				Describe:
Q11	Job Skill 3: **Project management** processes, systems? (PMP certification, or experience and or demonstrated expertise managing large projects?)				Describe:
Q12	Job Skill 4: Evidence of ethics / **credibility** (Demonstrated experience in addressing concerns, believable?)				Describe:
Q13	Job Skill 5: Ability to Earn **Trust** of Team, Peers, Clients (Likely to be successful earning trust in our environment?)				Describe:

Q14	**Job Skill 6: Solid written and verbal communication skills.** (Clear resume, ability to craft professional email, understandable, not too much jargon)				Describe:
Q15	**Job Skill 7: Evidence of Critical Thinking** (Able to describe how they might or have solved a techical problem)				Describe:
Q16	**Job Skill 8: Ability to lead a team/build leaders** (Experience or ability to help others grow in their IT career)				Describe:
Q17	**Job Skill 9: Ability to avoid and/or adress conflict** (Able to describe how they have addressed and/or avoided conflict)				Describe:
Q18	**Job Skill 10: Examples of solid prioritization skills** (Ability to describe thought processs in choosing prioroities)				Describe:
Q19	**How open did they appear to be when learning new things?** (Willing to learn, attend training, accept feedback?)				Describe:
Q20	**How interested did the candidate seem in getting the job?** (In the job, the pay, the hours, the work requirements?)				Describe:

# of checkmarks for each rating, poor, ok, great (total should =10)-->				Additional notes to support your recommendation:
What was YOUR overall impression of the candidate? (circle one)	Poor	OK	**Great**	
Do YOU recommend we move forward with this candidate? (circle one)		No	**Yes**	