

# Manager/Supervisor Interview Evaluation Form Template



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

Poor    OK    Great

		Poor	OK	Great	
<b>Q1</b>	Was the candidate <b>prepared</b> for the interview? (Research company, dressed appropriately, arrived on time?)				Describe:
<b>Q2</b>	Does their <b>experience</b> appear to match what's needed? (Work experience, life experience or volunteer work?)				Describe:
<b>Q3</b>	Do they have some or all of the required <b>credentials</b> ? (For example, education, licenses, certifications?)				Describe:
<b>Q4</b>	How are their <b>interpersonal</b> skills? (Friendly, smiling, outgoing, kind, fun, interactive?)				Describe:
<b>Q5</b>	How good are their <b>communication</b> skills? (Written skills, i.e. resume, application, as well as verbal skills)				Describe:
<b>Q6</b>	How well do their <b>technical</b> skills match job requirements? (Specific technical tools, approaches, examples?)				Describe:
<b>Q7</b>	How well did they answer <b>teamwork</b> job related questions? (Likes working with others, good rapport?)				Describe:
<b>Q8</b>	How well did they answer <b>customer service</b> related questions? (Customer focused, good listener, problem solver?)				Describe:
<b>Q9</b>	How well will this individuals' <b>people style</b> will match our org? (Do you feel they will be able to blend with others on the team?)				Describe:
<b>Q10</b>	Did the candidate demonstrate <b>leadership</b> characteristics? (Did the candidate demonstrate empathy and leadership?)				Describe:
<b>Q11</b>	To what extent do they appear to be a good listener? <b>Relatable</b> ? (Do you think this individual will be a good listener?)				Describe:
<b>Q12</b>	Do they appear to be <b>credible</b> , ethical in approach? (Do you believe they will be perceived as credible? ethical?)				Describe:
<b>Q13</b>	Do you think they would be able to earn <b>trust</b> of our team? (How likely do you think it is that peers, employees and customers would trust this person?)				Describe:

<b>Q14</b>	Do they have the appropriate <b>sales and/or presentation</b> skills? (Do they have the requisite skills for presenting ideas or doing sales?)				Describe:
<b>Q15</b>	To what extent did they demonstrate <b>critical thinking</b> skills? (Able to explain how they solve a problem, build a process)?				Describe:
<b>Q16</b>	Would they, or have they been successful at <b>building teams</b> ? (Able to describe past success, current approach to team building.)				Describe:
<b>Q17</b>	How well have they addressed or avoided <b>conflict</b> ? (Can they describe how they avoid, and or have addressed conflict?)				Describe:
<b>Q18</b>	Do they <b>prioritize</b> well, able to demonstrate getting things done? (Can they describe how they prioritize their day, week, month?)				Describe:
<b>Q19</b>	How open did they appear to be when <b>learning</b> new things? (Willing to learn, attend training, accept feedback?)				Describe:
<b>Q20</b>	How <b>interested</b> did the candidate seem in getting the job? (In the job, the pay, the hours, the work requirements?)				Describe:

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