

Candidate Evaluation Form Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

Record evidence from the interview for the role and criterion defined by the hiring team. Use job-related observations only. Do not include unrelated personal characteristics. All fields are optional; follow your team's review process.

1. What candidate reference and role does this evaluation cover?

2. Who is completing this evaluation, and for which interview stage?

3. Which predefined job criterion are you evaluating?

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Write your answers to the open questions in the space provided.

4. What answer or observed behavior provides evidence for this criterion?

5. How does the evidence compare with the criterion's stated expectations?

- ☐ Below the stated expectations
- ☐ Meets the stated expectations
- ☐ Exceeds the stated expectations
- ☐ Not enough evidence

6. What job-related point needs further evidence or clarification?

7. What next step do you recommend?

- ☐ Continue to the next stage
- ☐ Gather more evidence before deciding
- ☐ Do not continue
- ☐ I cannot make a recommendation

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8. What job-related evidence supports your recommended next step?
