Candidate Evaluation Form

Year: 2024

Candidate Name: _____

Position Applied for: _____

Interview Date: _____

Interviewer Name: _____

Interview Round: _____

Interview Duration: _____

Evaluation Criteria

1. Technical Knowledge: _____

   - **Depth of Understanding in Key Technologies** _____
   - **Familiarity with Industry Trends and Tools** _____
   - **Relevant Certifications and Training** _____
   - **Coding Skills (if applicable)** _____
   - **Problem-Solving Approach in Technical Scenarios** _____

   Rating (1-10): _____ **Comments:** _____

2. Problem-Solving Skills: _____

   - **Ability to Analyze Complex Problems** _____
   - **Logical Thinking and Reasoning** _____
   - **Creativity in Solutions** _____
   - **Approach to Algorithmic Challenges** _____
   - **Time Taken to Arrive at Solutions** _____

   Rating (1-10): _____ **Comments:** _____

3. Communication Skills: _____

   - **Clarity of Thought and Expression** _____

- **Ability to Explain Technical Concepts** _____
- **Listening and Responding Skills** _____
- **Confidence in Speaking** _____
- **Professionalism in Communication** _____

Rating (1-10): _____ **Comments:** _____

4. Cultural Fit: _____

- **Alignment with Company Values** _____
- **Team Collaboration Potential** _____
- **Adaptability to Company Environment** _____
- **Respect for Diversity and Inclusion** _____
- **Motivation and Enthusiasm for the Role** _____

Rating (1-10): _____ **Comments:** _____

5. Experience and Background: _____

- **Relevance of Past Work Experience** _____
- **Achievements in Previous Roles** _____
- **Educational Background** _____
- **Internships and Projects** _____
- **Industry-Specific Experience** _____

Rating (1-10): _____ **Comments:** _____

6. Leadership Potential: _____

- **Experience in Leading Teams** _____
- **Decision-Making Ability** _____
- **Conflict Resolution Skills** _____
- **Vision for Growth and Development** _____
- **Empathy and Emotional Intelligence** _____

Rating (1-10): _____ **Comments:** _____

7. **Learning Agility:** _____

   - **Ability to Learn New Skills Quickly** _____
   - **Openness to Feedback and Improvement** _____
   - **Curiosity and Proactive Learning** _____
   - **Adaptability to New Tools and Technologies** _____
   - **Willingness to Take on New Challenges** _____

   Rating (1-10): _____ **Comments:** _____

8. **Adaptability:** _____

   - **Response to Changing Situations** _____
   - **Flexibility in Approach** _____
   - **Ability to Manage Stress** _____
   - **Openness to Change** _____
   - **Handling of Unexpected Challenges** _____

   Rating (1-10): _____ **Comments:** _____

9. **Overall Impression:** _____

   - **General Demeanor** _____
   - **Enthusiasm for the Role** _____
   - **Professionalism and Attitude** _____
   - **Suitability for the Company Culture** _____
   - **Overall Confidence in the Candidate** _____

   Rating (1-10): _____ **Comments:** _____

Additional Comments

Strengths: _____

Areas for Improvement: _____

Specific Points Discussed During Interview: _____

Concerns (if any): _____

Final Decision

Hire: _____ No Hire: _____ Hold: _____

Reason for Decision: _____

Interviewer Signature: _____

Date: _____