**INTERVIEW FEEDBACK FORM**

Name of Candidate:                                                   Name of Interviewer(s)
Position:                                                                     Date:
Interview Stage:

**QUESTIONS**

Please determine candidate suitability for role using the following scale:

1 – Poor
2 – Needs Improvement
3 – Adequate
4 – Better than average
5 – Excellent
N/A – Not relevant / not observed

**Essential Requirements**

Candidate has relevant experience in related field

(1) (2) (3) (4) (5)

Comments:

Candidate has desired educational background

(1) (2) (3) (4) (5)

Comments:

Candidate is capable of fulfilling outlined workload

(1) (2) (3) (4) (5)

Comments:

Candidate skilled in verbal communication

(1) (2) (3) (4) (5)

Comments:

Candidate was able to provide necessary references

(1) (2) (3) (4) (5)

Comments:

**Desirable Qualities**

Candidate possesses desired technical skills for position

(1) (2) (3) (4) (5)

Comments:

Candidate has 2+ years’ experience in field

(1) (2) (3) (4) (5)

Comments:

Candidate already demonstrates in-depth knowledge of role and responsibilities

(1) (2) (3) (4) (5)

Comments:

Candidate is already trained in relevant software/programs

(1) (2) (3) (4) (5)

Comments:

Candidate displays proficiency in [desired] language

(1) (2) (3) (4) (5)

Comments:

Additional Comments:

 **Company Values**

Candidate was punctual and appropriately dressed for interview

(1) (2) (3) (4) (5)

Comments:

Candidate displays background knowledge of organisation and its values

(1) (2) (3) (4) (5)

Comments:

Candidate demonstrated adequate interpersonal skills and asked relevant questions

(1) (2) (3) (4) (5)

Comments:

Candidate spoke and behaved in a professional manner throughout interview

(1) (2) (3) (4) (5)

Comments:

Candidate corresponds with company values and ethics

(1) (2) (3) (4) (5)

Comments:

Candidate visibly enthusiastic and motivated for outlined role

(1) (2) (3) (4) (5)

Comments:

Additional Comments:

**Overall Comments:**

Interviewer can add any additional observations or notes here.

**Recommendation:**

**Hire:**

List of reasons why candidate should be hired for said position, justify this decision with reference to above form.

**Hold:**

List of reasons why candidate’s application should be put on hold or should be recalled for a second interview, justify this decision with reference to above form.

**Withdraw:**

List of reasons why candidate’s application is not suitable and should be withdrawn from consideration, citing examples from above list.