

Recruitment Interview Form

Managerial Positions

This **recruitment interview form** sample is designed specifically for managerial positions, ensuring a structured and comprehensive evaluation of candidates. It helps streamline the interview process by focusing on key competencies and leadership qualities essential for management roles. Using this form improves consistency and objectivity in selecting the best-fit managers for your organization.

Candidate Information

| | |
|----------------------|----------------------|
| Name | <input type="text"/> |
| Position Applied For | <input type="text"/> |
| Date of Interview | <input type="text"/> |
| Interviewer(s) | <input type="text"/> |

Competency Evaluation

| Competency | Description | Rating (1-5) | Comments |
|-----------------|--|----------------------|----------------------|
| Leadership | Ability to inspire, lead teams, and make strategic decisions. | <input type="text"/> | <input type="text"/> |
| Communication | Clarity in expressing ideas; effective listening and feedback. | <input type="text"/> | <input type="text"/> |
| Problem Solving | Ability to analyze issues and implement effective solutions. | <input type="text"/> | <input type="text"/> |
| Team Management | Experience in managing teams, delegating tasks, and conflict resolution. | <input type="text"/> | <input type="text"/> |
| Decision Making | Judgment and accountability in making business decisions. | <input type="text"/> | <input type="text"/> |
| Adaptability | Ability to adjust to change and manage stress effectively. | <input type="text"/> | <input type="text"/> |

Interviewer's General Observations

| |
|----------------------|
| <input type="text"/> |
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Summary & Recommendation

| | |
|--------------------|---|
| Overall Impression | Select <input type="button" value="▼"/> |
|--------------------|---|

| | |
|----------------------------|---|
| Recommendation | Select <input type="button" value="▼"/> |
| Additional Comments | <input type="text"/> |