

Managerial Interview Evaluation Checklist Sample

This **Managerial interview evaluation checklist sample** is designed to help assess candidates effectively by focusing on key leadership skills and competencies. It ensures a structured and objective interview process, promoting consistent hiring decisions. Utilize this checklist to streamline your evaluation and select the best managerial talent.

Candidate Information

Candidate Name:	
Position Applied:	
Interview Date:	
Interviewer(s):	

Evaluation Areas

Criteria	Description	Rating (1-5)	Comments
Leadership & Team Management	Ability to inspire, lead, and motivate a team. Delegation skills.		
Decision Making	Ability to make effective and timely decisions under pressure.		
Communication Skills	Clarity, confidence, and effectiveness in verbal and written communication.		
Problem-Solving & Critical Thinking	Identifies problems quickly and develops viable solutions.		
Strategic Planning	Demonstrates forward-thinking and ability to set and achieve strategic goals.		
Adaptability & Flexibility	Responds effectively to change, manages ambiguity, and adapts strategies.		
Interpersonal Skills	Builds positive relationships with colleagues at all levels.		
Initiative	Proactively identifies opportunities and acts on them.		

Summary & Recommendation

Overall Impression:

Hiring Recommendation:

- Strongly Recommend
- Recommend
- Recommend with Reservations
- Do Not Recommend

Additional Comments: