

Behavioral Interview Evaluation Checklist for HR

The **behavioral interview evaluation checklist** is an essential tool for HR professionals to systematically assess candidate responses and identify key competencies. It ensures a structured and consistent approach to evaluating behavioral traits and past experiences relevant to job success. Using this checklist helps improve hiring decisions and promote organizational fit.

Candidate Information

Name		Position Interviewed	
Date		Interviewer	

Competency Checklist

Competency	Observed	Comments / Evidence
Communication Skills	<input type="checkbox"/>	
Teamwork & Collaboration	<input type="checkbox"/>	
Problem Solving	<input type="checkbox"/>	
Adaptability	<input type="checkbox"/>	
Leadership	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	
Time Management	<input type="checkbox"/>	

Evaluation Scale

1	Poor	2	Fair	3	Good	4	Excellent
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Behavioral Question Assessment

Question	Response Quality (1-4)	Notes
Describe a time you worked as part of a team.		
Tell me about a challenging project you completed.		
Share an example of how you handled a conflict at work.		
Explain how you adapted to a significant change.		

Overall Assessment & Recommendation

Strengths
Areas for Development

Hiring Recommendation

- Strongly Recommend
- Recommend
- Do Not Recommend