

# 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