Structured Interview Evaluation Checklist for Hiring Managers

A **structured interview evaluation checklist** helps hiring managers objectively assess candidates by providing consistent criteria and standardized questions. This tool ensures fair comparison and supports data-driven hiring decisions. Utilizing the checklist enhances interview efficiency and candidate selection accuracy.

Interview Details

Candidate Name		Position	
Date		Interviewer	

Core Competencies & Skills Assessment

Criteria	Rating (1=Poor, 5=Excellent)	Comments
Relevant Experience		
Technical Skills		
Problem-Solving Ability		
Communication Skills		
Teamwork		
Cultural Fit		

Standardized Interview Questions

Question	Notes
Describe a challenging project you worked on. What was your approach?	
How do you prioritize tasks when under tight deadlines?	
Give an example of how you contributed to a team goal.	
What interests you about this role and our company?	

Overall Evaluation

Overall Impression	
Strengths	
Areas for Development	
Recommended Next Steps	- Proceed to next interview - Request additional information - Not a fit for current role