

# Executive-level Interview Evaluation Checklist for Leadership Traits

Use this **executive-level interview evaluation checklist** to systematically assess leadership traits and ensure candidates demonstrate the qualities essential for senior roles. This tool helps interviewers identify strategic thinking, decision-making skills, and team management capabilities. Streamline your hiring process with a focused approach to evaluating top-tier leadership potential.

## Interview Candidate Details

- Candidate Name: \_\_\_\_\_
- Interview Date: \_\_\_\_\_
- Position Applied For: \_\_\_\_\_
- Interviewer(s): \_\_\_\_\_

## Leadership Traits Evaluation Checklist

Trait / Competency	Assessment Criteria	Rating (1-5)	Comments
Strategic Thinking	- Articulates a clear vision - Shows long-term planning ability - Anticipates challenges & opportunities	_____	_____
Decision-Making	- Makes data-driven decisions - Demonstrates sound judgment - Comfortable with ambiguity	_____	_____
Team Leadership	- Builds and motivates teams - Delegates effectively - Fosters collaboration	_____	_____
Communication Skills	- Communicates vision and goals - Actively listens - Adjusts message for audience	_____	_____
Adaptability	- Embraces change - Learns from setbacks - Demonstrates resilience	_____	_____
Integrity & Ethics	- Demonstrates honesty - Acts consistently with values - Models ethical behavior	_____	_____
Stakeholder Management	- Builds trusted relationships - Manages conflicts effectively - Engages internal/external stakeholders	_____	_____
Results Orientation	- Drives execution - Holds self/others accountable - Achieves objectives	_____	_____

## Overall Impression and Recommendations

- Overall Rating (1-5): \_\_\_\_\_
- Key Strengths: \_\_\_\_\_
- Areas for Development: \_\_\_\_\_
- Recommendation:
  - Strongly Recommend
  - Recommend
  - Recommend with Reservations

- Do Not Recommend