

Administrative Assistant Job Interview Assessment Form

Candidate Name: _____

Date of Interview: _____

Position Applied For: Administrative Assistant

Interviewer: _____

Assessment Criteria

Criteria	Description	Score (1-5)	Comments
Communication Skills	Expresses ideas clearly, actively listens, responds appropriately.		
Organizational Abilities	Plans, prioritizes, and manages workload efficiently.		
Technical Knowledge	Experience with office software, equipment, administrative tasks.		
Problem-Solving	Identifies and addresses issues effectively.		
Professionalism	Demonstrates reliability, integrity, and a positive attitude.		
Teamwork	Works well with others and contributes to team goals.		

Overall Impression

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Recommendation

- ☐ Recommend for hire
- ☐ Consider as alternate
- ☐ Do not recommend

Interviewer Signature: _____

Date: _____