



# **INTERVIEW EVALUATION FORMS**

**HOW TO IMPLEMENT INTERVIEW EVALUATION FORMS  
INTO YOUR RECRUITMENT PROCESS**



# INTRODUCTION

Interview evaluation forms are essential tools in the recruitment process, allowing organisations to assess and rate candidates consistently and objectively.

These documents serve as a structured framework for interviewers to evaluate the performance of candidates and make informed hiring decisions.

They are typically used after the interview to assess and evaluate the performance of candidates. Interviewers fill out the evaluation forms based on their observations and assessments of the candidates during the interview process.

The evaluation forms usually consist of predefined criteria that align with the requirements and competencies for the specific role being filled. These criteria may include technical skills, communication abilities, problem-solving capabilities, teamwork, leadership potential, and other relevant qualities. By having predefined criteria, interviewers can effectively assess each candidate's performance in a systematic and fair manner.

## BENEFITS TO YOUR BUSINESS

Using interview evaluation forms offers several benefits in the hiring process. Here are some of the key advantages:

### Standardisation

Evaluation forms provide a standardised framework, ensuring that all interviewers assess candidates based on the same criteria and use a consistent rating scale. It minimises biases and promotes fairness in the evaluation process.

### Structured Assessment

Interview evaluation forms help interviewers focus on relevant aspects of a candidate's qualifications, skills, and experience. They typically include specific competencies or job-related criteria that need to be evaluated, such as technical knowledge, problem-solving skills, communication abilities, teamwork, and leadership qualities. This structured approach ensures that all essential areas are covered during the interview and assessed consistently across candidates.

### Objective Comparison

With evaluation forms, it becomes easier to compare candidates objectively. By using a standardised rating system, interviewers can assign scores or ratings to different competencies or criteria. This allows for a more accurate and fair comparison of candidates, facilitating better decision-making.



### **Documentation**

Evaluation forms serve as valuable documentation of the interview process. They capture important details, including the interviewers' assessments, comments, and overall impressions of each candidate. These records can be reviewed later during the selection process or shared with hiring managers and other stakeholders for further evaluation or reference.

### **Collaboration and Consensus**

Interview evaluation forms encourage collaboration among interviewers. When multiple interviewers are involved, each can independently assess the candidate, and the forms can be later compiled and discussed to arrive at a consensus or collective decision. This promotes a more comprehensive and well-rounded evaluation of candidates.

### **Feedback and Improvement**

Evaluation forms can be used as a basis for providing feedback to candidates. Interviewers can refer to specific criteria and provide constructive comments based on the assessment. This feedback can help candidates understand their strengths and areas for improvement, facilitating their professional growth and development.

### **Legal Compliance**

Standardised interview evaluation forms can help organisations demonstrate fairness and compliance with equal employment opportunity laws. By using consistent evaluation criteria and objective rating scales, companies can reduce the risk of discriminatory practices during the hiring process.



# CREATING AN INTERVIEW EVALUATION FORM

## EVALUATION CRITERIA

Start by identifying the key competencies, skills, and qualifications required for the position. This could include technical skills, communication abilities, problem-solving capabilities, teamwork, leadership qualities, and any other relevant criteria.

Once you have a clear idea of the evaluation criteria, you should prioritise and list these based on their importance for the role. Consider what qualities are critical for success in the position.

Remember, it's important to tailor the evaluation form to the specific needs of the position and organisation. Consider any additional criteria or aspects that are crucial for evaluating candidates in your context. Regularly review and update the form based on feedback and evolving requirements.

## RATING SCALE

Next, you should define a rating scale that reflects the levels of proficiency or performance for each criterion. These scales can vary in format, ranging from numerical ratings to descriptive scales. The scales help interviewers provide a quantitative or qualitative assessment of each criterion, providing a standardised and consistent evaluation across all candidates.

### For example

- Numeric scale (e.g., 1-5), where 1 represents the lowest proficiency and 5 represents the highest.
- Descriptive scale (e.g., poor, fair, good, excellent), with clear definitions for each level.

## FINAL COMMENTS

Finally, you should consider adding some open-ended questions and an overall assessment section. This is where interviewers can provide specific feedback and elaborate on their assessments.

### Examples of open-ended questions

- "What are the candidate's key strengths relevant to the position?"
- "Are there any areas where the candidate needs further development?"

In the overall assessment area, interviewers can provide a conclusion or recommendation for the candidate, such as a rating or recommendation for further consideration.

## INTERVIEW QUESTIONS

To support this process, it is a good idea to create questions which are tailored specifically to your job-related criteria or competencies. These should be designed to demonstrate key requirements in the candidate's responses. To find out more about creating competencies questions, check out our resource [here](#).





## HOW TO LAYOUT AN INTERVIEW EVALUATION FORM

When laying out an interview evaluation form, it's important to ensure clarity and ease of use for the interviewers. We have included a short example on the next page of how this could look. Remember, you should always customise the form based on your organisation's specific needs and requirements, ensuring that it aligns with the evaluation criteria and rating scale you have chosen.

## HOW TO ASSESS YOUR INTERVIEW EVALUATION FORM

Once you have started to embed Interview Evaluation forms into your business, it is important to frequently review the contents of these to amend your process accordingly.

Based on your reviews of the processes, you should identify areas for improvement in your company's Interview Evaluation Forms. Incorporate any necessary changes or adjustments to ensure the forms align with job requirements, provide clarity, promote fairness, and facilitate consistent and objective evaluation.

CANDIDATE NAME	
POSITION APPLIED FOR	
DATE OF INTERVIEW	
INTERVIEWER NAME/ID	

CRITERIA	RATING									
	1	2	3	4	5					
<b>EDUCATIONAL BACKGROUND</b>										
Does the candidate have the appropriate educational qualifications or training for this position?	Comment:									
<b>PRIOR WORK EXPERIENCE</b>										
Has the candidate acquired similar skills or qualifications through past work experiences?	Comment:									
<b>TECHNICAL QUALIFICATIONS/EXPERIENCE</b>										
Does the candidate have the technical skills necessary for this position?	Comment:									
<b>TEAMBUILDING/INTERPERSONAL SKILLS</b>										
Did the candidate demonstrate, through his or her answers, good teambuilding/interpersonal skills?	Comment:									
<b>WHAT ARE THE CANDIDATE'S KEY STRENGTHS RELEVANT TO THE POSITION?</b>										
Comment:										
<b>ARE THERE ANY AREAS WHERE THE CANDIDATE NEEDS FURTHER DEVELOPMENT?</b>										
Comment:										
<b>OVERALL ASSESSMENT</b>										
Comment:										

<b>OVERALL RATING/SCORE</b> (1-Poor, 2-Below Average, 3-Average, 4-Above Average, 5-Excellent)	
<b>RECOMMENDATION FOR FURTHER CONSIDERATION</b> (Highly Recommend, Recommend, Neutral, Not Recommend)	



# ABOUT US

At Corvus People, we believe that your people are your greatest asset. Our mission is to help your business create an engaged and empowered workforce aligned with your culture, ensuring you are ready for the next big step in your growth journey.

Our services cover the entire employee lifecycle, making us the right choice as your people strategy partners. From finding you the perfect candidate, to fulfilling your team's development goals – we strive for success and will make your project our priority.

## HOW WE CAN SUPPORT YOU IN THIS AREA

As experts in Recruitment and HR, we understand the challenges businesses face when trying to create more effective hiring processes. Here are a few of the ways our team could support you:

### Competency frameworks

Our experts can work with you to design competency frameworks aligned with your business culture and objectives. These will act as a strong foundation for creating your interview questions.

### Create or Review Job Descriptions

We can work with you to ensure job descriptions are clear, inclusive, aligned with your company's desired behaviours, and focused on the essential qualifications and skills needed for the role.

### Interview Training

Our Senior HR Consultant can conduct bias-awareness training for interviewers to avoid unconscious biases that might influence their decisions. We can also provide training for hiring managers on conducting fair interviews and selecting the best candidates based on merit.

### Interview Process Design

We can assist you with designing structured interview processes, including predetermined questions and evaluation criteria to ensure consistency and fairness for all candidates. Skill-based Assessments: We can help you to incorporate skill-based assessments and tasks that directly relate to the job requirements, ensuring a fair evaluation of candidates' abilities.

### Legal Compliance

Ensuring that the interview process adheres to all relevant employment laws and regulations.

### Supporting Inclusive Onboarding

Assisting in the development of onboarding programs that promote inclusivity and help new hires feel welcome and supported.

### Evaluation of Hiring Metrics

We can analyse your hiring metrics and processes to identify potential disparities or patterns that may suggest bias in the selection process.

# CORVUS PEOPLE

## GET IN TOUCH TODAY

We hope this you have found this resource useful. For more information on Corvus People, or for a consultation with one of our advisors, please contact us at [hello@corvuspeople.com](mailto:hello@corvuspeople.com).



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