

## Interview assessment template for scoring a job interview

<b>Candidate:</b>		<b>Job:</b>		
<b>Interviewer:</b>		<b>Date:</b>		
<b>Question</b>	<b>Qualification (sample)</b>	<b>Score</b>	<b>Weight (sample)</b>	<b>Weighted score</b>
1	Subject-matter expertise "A"		1	
2	Subject-matter expertise "B"		1	
3	Subject-matter expertise "C"		2	
4	Behavioural skill – communication		1	
5	Behavioural skill – conflict resolution		2	
6	Management skill – staff development		1	
<b>TOTAL SCORE</b>				
<p><b>Comments:</b>  <i>(Comment on the quality of communication and presentation, the level of engagement, etc. Be sure to remark only on qualities that relate to the job. For example, your position may not require the person to be bubbly and engaging, so that information would not be relevant.)</i></p>				

### Question 1:

*(State the interview question here.)*

### Notes\* from question 1:

*(Record key points of the candidate's answer for review later.)*

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<b>Score</b>			
0	1	2	3
<i>No answer</i>	<i>(Include criteria)</i>	<i>(Include criteria)</i>	<i>(Include criteria)</i>

\*Repeat this process for each interview question being asked.