

Candidate name: [Candidate name]

Date: [Date]

Position applied for: [Position]

Interviewer: [Interviewer name]

Total score: [Total score]

Competency area	Key behaviours	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent	Comments
Technical expertise	Demonstrates understanding of job-specific technologies.						
Team collaboration	Shows ability to work effectively with others.						
Adaptability	Exhibits flexibility in response to questions.						
Initiative	Provides examples of self-starting behaviour.						

Criteria	Description	Score (1-5)	Notes
Technical skills	Evaluate the candidate's technical proficiency required for the role.		
Problem - solving	Assess the ability to solve job-related problems.		
Communication	Judge clarity, conciseness, and effectiveness of verbal and written communication.		
Cultural fit	Determine alignment with company values and team dynamics.		
Leadership	For managerial roles, evaluate leadership and team management skills.		