A Structured Interview Assessment Form is an essential tool for recruiters to evaluate candidates consistently and objectively. Below is a template for a structured interview assessment form that can be used during interviews to guide the process and track candidate performance.

**Structured Interview Assessment Form**

**Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interview Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interview Evaluation Criteria**

Please rate the candidate on the following criteria using the scale below:

* **5 = Excellent**
* **4 = Good**
* **3 = Average**
* **2 = Below Average**
* **1 = Poor**

**1. Job Knowledge & Skills**

* Does the candidate have the technical skills required for the role?
* Can they demonstrate their expertise clearly?

**Rating (1-5): \_\_\_\_**

**Notes:**

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**2. Communication Skills**

* + How effectively does the candidate communicate ideas and information?
  + Is the candidate able to explain concepts clearly and concisely?

**Rating (1-5): \_\_\_\_**

**Notes:**

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**3. Problem-Solving Abilities**

* + Can the candidate think critically and solve problems as they arise?
  + Provide an example or a response to situational questions that demonstrate their problem-solving skills.

**Rating (1-5): \_\_\_\_**

**Notes:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4. Cultural Fit & Alignment with Company Values**

* + Does the candidate seem like a good fit for the team and company culture?
  + Are their values aligned with the organization’s mission and goals?

**Rating (1-5): \_\_\_\_**

**Notes:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**5. Motivation & Enthusiasm**

* + How motivated is the candidate for the position and company?
  + Do they show enthusiasm and interest in the role?

**Rating (1-5): \_\_\_\_**

**Notes:**

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**6. Adaptability & Learning Potential**

* + Is the candidate open to new ideas and willing to learn?
  + Do they demonstrate flexibility in their responses?

**Rating (1-5): \_\_\_\_**

**Notes:**

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**7. Experience & Qualifications**

* + Does the candidate’s experience and education align with the requirements of the role?
  + Are there any gaps or concerns related to their qualifications?

**Rating (1-5): \_\_\_\_**

**Notes:**

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**8. Behavioral Competencies (Soft Skills)**

* + How well does the candidate demonstrate key soft skills such as teamwork, leadership, and time management?
  + Can they provide examples of working well with others or handling challenges?

**Rating (1-5): \_\_\_\_**

**Notes:**

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**9. Overall Impression**

* + Overall, how well do you feel this candidate matches the needs for the role and your team?
  + Would you recommend moving forward with this candidate?

**Rating (1-5): \_\_\_\_**

**Notes:**

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**Additional Comments**

Please provide any additional observations or insights that were not captured in the sections above:

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**Interviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form provides a structured approach to evaluating candidates, focusing on both technical and interpersonal aspects that are essential for success in the role. By scoring candidates on each of these criteria and leaving space for comments, recruiters can ensure a fair and comprehensive assessment while minimizing biases.