



Focus Corp

# DEPARTMENT OF HUMAN RESOURCES

CANDIDATE EVALUATION FORM FACE-TO-FACE INTERVIEW		
<b>Candidate Name:</b> John Doe	<b>Name of Interviewer:</b> Debby	
<b>Position Title:</b> Product Manager	<b>Date &amp; Time:</b> November 28 <sup>th</sup> , 2022	
CANDIDATE EVALUATION		
Rating scale: 0=No evidence 1=Poor (below expectations) 2=Adequate (meets expectations) 3=Strong (exceeds expectations)		
Criteria	Rating	Comments
<b>The candidate was prepared for the interview.</b>  <i>(Punctual, asked questions, researched position, provided examples, etc.)</i>	<b>2</b>	<ul style="list-style-type: none"> <li>Punctual</li> <li>Researched the company</li> </ul>
<b>The candidate's previous experience is relevant to the essential job duties and responsibilities.</b>  <i>(Provides examples of previous experience with specific details to demonstrate knowledge)</i>	<b>2</b>	<ul style="list-style-type: none"> <li>6+ Years in development</li> <li>Got some product management responsibilities in previous positions</li> </ul>
<b>The candidate demonstrated commitment to diversity, equity, and inclusion.</b>  <i>(Knowledge of terms and value of DEI in workplace, position)</i>	<b>3</b>	<ul style="list-style-type: none"> <li>No problem</li> </ul>

<p><b>The candidate demonstrated interpersonal skills.</b></p> <p><i>(Provide examples of conflict resolution, teamwork, collaboration, project coordination, etc.)</i></p>	<b>2</b>	<ul style="list-style-type: none"> <li>• John has done various mediations in his previous role</li> <li>• 10+ projects as team lead</li> </ul>
<p><b>The candidate demonstrated effective verbal and written communication skills.</b></p> <p><i>(Discuss experience with writing for various audiences and in various formats such as email, memo, social media, etc.)</i></p>	<b>3</b>	<ul style="list-style-type: none"> <li>• Excellent introduction video</li> <li>• John is fluent in French</li> </ul>
<p><b>The candidate demonstrated adaptability skills.</b></p> <p><i>(Discussed experience working with moving deadlines or in ambiguity)</i></p>	<b>3</b>	<ul style="list-style-type: none"> <li>• 3 different roles in his past career</li> <li>• John demonstrated great adaptability skills during the interview</li> </ul>
<p><b>The candidate has the technical skills required for the position</b></p> <p><i>(Technical tests – Discussed technical experience and IT background)</i></p>	<b>3</b>	<ul style="list-style-type: none"> <li>• IT Background</li> <li>• Past developer role</li> <li>• 4 programming languages</li> </ul>
<b>Other</b>		
<b>OVERALL RATING</b>		
<b><u>Overall Score</u></b>	<b><u>Total</u></b>	<b><u>Comments</u></b>
<b>85.71%</b>	<b>18</b>	John is the <u>best candidate evaluated so far.</u>
<b><u>What was your overall impression of the candidate?</u></b>	<b><u>Overall Rating</u></b>	<b><u>Additional Comments</u></b>
John seems to be a perfect candidate for this position. Good fit with the team.	<b>AAA</b>	John's salary expectations are too high. Salary to be discussed.