



Focus Corp

DEPARTMENT OF HUMAN RESOURCES

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

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