



### Sample Interview Evaluation Tool

Candidate Name:	Date & Time:
Interviewer's name:	Interviewer's Signature:

<b><u>Accountability</u></b>	<b><u>Score:</u></b>
This position requires a lot of different skills as well as good time management. Attention to details is critical to the success of this position. How do you ensure accuracy and avoid mistakes?	_____

**Response:**

<b><u>Adaptability</u></b>	<b><u>Score:</u></b>
Tell me about a time where you worked hard on something and then had your priorities change mid-stream?	_____

**Response:**

<b><u>Initiative</u></b>	<b><u>Score:</u></b>
New ideas sometimes come from intuition; however, many ideas come from hard work and dedication. Tell me about an idea you originated through combined hard work and initiative.	_____

**Response:**

<b><u>Compliance</u></b>	<b><u>Score:</u></b>
Tell me how you helped your organization keep up to date with relevant laws and ethical standards.	_____

**Response:**

**Compliance**

Describe a time where you had to educate your internal customers on policy changes to ensure compliance.

**Score:**

\_\_\_\_\_

**Response:**

**Confidentiality**

Confidentiality is crucial to the credibility of an HR department. Describe a situation where you had to protect confidential information from a friend/co-worker?

**Score:**

\_\_\_\_\_

**Response:**

**Customer Service**

Describe the most difficult situation you have experienced with a "customer" and how you handled it.

**Score:**

\_\_\_\_\_

**Response:**

**Problem Solving**

Describe a situation in which you identified a problem/issue and what you did to resolve it.

**Score:**

\_\_\_\_\_

**Response:**

<p><b><u>Problem Solving</u></b>  Sometimes it is important to disagree with others, particularly your boss or team members, in order to keep a mistake from being made. Tell me about a time when you were willing to disagree with another person in order to build a positive outcome.</p>	<p><b><u>Score:</u></b>  _____</p>
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**Response:**

<p><b><u>Feedback</u></b>  One of the focus areas for the sample department is to improve our processes and client experience. What did you notice about our website?</p>	<p><b><u>Score:</u></b>  _____</p>
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**Response:**

<p><b><u>Interviewer's Comments</u></b></p>	<p><b><u>Overall Score:</u></b>  _____</p>
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Score 1-5. 5 being the best answer.

**Recommendation**

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<b>HIRE</b>	<b>DON'T HIRE</b>	<b>NEED MORE INFORMATION</b>
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