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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

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| **Interview Evaluation Form** |
| **Reviewer:** |  | **Name:****Position Applied For:****Date of Interview:****Interviewer(s):****Department/Team:** |
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| This interview evaluation form provides a structured framework for assessing candidates across key areas essential for success in the role. |
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| **1. Communication Skills** |
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| **Q1:** Can you describe a time when you had to convey complex information to someone with little knowledge of the subject? |
|
| **Candidate’s answer** |
| Lorem ipsum |
| **Q2:** Give an example of a situation where you had to communicate with a difficult or upset client/customer. How did you handle the interaction? |
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| **Candidate’s answer** |
| Lorem ipsum |
| **Q3:** Describe a project or presentation where you had to communicate with a diverse audience. How did you tailor your message to accommodate different backgrounds and levels of expertise? |
|
| **Candidate’s answer** |
| Lorem ipsum |
| **Q4:** How do you handle misunderstandings or miscommunications in the workplace? |
|
| **Candidate’s answer** |
| Lorem Ipsum |
| **2. Technical/Job-Specific Competence** |
|
| **Q1:** What specific skills or knowledge do you possess that make you suitable for this role? |
|
| **Candidate’s answer** |
| Lorem Ipsum |
| **Q2:** Can you discuss a particularly challenging technical problem you encountered in your previous role? How did you go about solving it? |
|
| **Candidate’s answer** |
| Lorem Ipsum |
| **Q3:** Describe a project where you had to learn a new technology or tool quickly. How did you approach the learning process, and what was the outcome? |
|
| **Candidate’s answer** |
| Lorem Ipsum |
| **Q4:** How do you ensure that your technical skills stay current and relevant in a rapidly evolving industry? |
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| **Candidate’s answer** |
| Lorem Ipsum |
| **3. Teamwork and Collaboration** |
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| **Q1:** Give an example of a time when you had to work closely with a team to achieve a common goal. What was your role, and how did you contribute to the team's success? |
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| **Candidate’s answer** |
| Lorem Ipsum |
| **Q2:** Describe a situation where you had to deal with a team member who wasn't pulling their weight. How did you address the issue? |
|
| **Candidate’s answer** |
| Lorem Ipsum |
| **Q3:** Can you discuss a project where you had to work with individuals from different departments or backgrounds? How did you ensure effective collaboration and communication? |
|
| **Candidate’s answer** |
| Lorem Ipsum |
| **4. Problem-Solving Skills** |
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| **Q1:** Describe a time when you identified a problem in your work environment or a project. How did you approach solving it? |
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| **Candidate’s answer** |
| Lorem Ipsum |
| **Q2:** Can you provide an example of a creative solution you developed to overcome a challenge in your previous role? |
|
| **Candidate’s answer** |
| Lorem Ipsum |
| **Q3:** Discuss a situation where you had to make a quick decision under pressure. What was the outcome, and how did you handle the aftermath? |
|
| **Candidate’s answer** |
| Lorem Ipsum |
| **Q4:** How do you prioritize tasks when faced with multiple deadlines or competing demands? Can you provide an example of a time when you successfully managed a heavy workload? |
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| **Candidate’s answer** |
| Lorem Ipsum |
| **Overall Comments** |
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| **EmployeeSignature** |  | **ReviewerSignature** |  | **Date** |