



Interview Notes

Candidate Information

Candidate Name	
Role	
Date	
Interviewer	

1. Key Areas Being Evaluated

Priority Area	Notes

2. Interview Questions & Observations

Question Asked	Candidate Response	Initial Impression

3. Behavioral Observations

Area	Notes
Communication Style	
Composure Under Pressure	
Accountability / Ownership	
Listening Skills	

4. Alignment to Role Expectations

Criteria	Evidence Observed	Strength

5. Concerns or Gaps

