# Tool 6: Multi-Interview Evaluation Template

### Overview

### This tool provides a document to aggregate evaluations from multiple interviewers. Use with candidates that complete multiple interviews or participate in panel interviews.

### Instructions

#### Collect and consolidate feedback from multiple interviewers in the template. After aggregating the feedback, return the completed form to the hiring manager for review. Note that where there is strong divergence of opinion, HR business partners may need to facilitate conversations to achieve consensus.

**Sample Multi-Interview Evaluation Template**

Candidate Name: VJ Hall

Position: Custodian Interview Dates: 5/18/18–5/19/18

*Competency Score Key:*

1. Candidate provides evidence showing past behavior contrary to competency
2. Candidate provides no evidence of past behavior related to competency
3. Candidate provides some evidence (1–2 examples) of past behavior related to competency
4. Candidate provides significant evidence (3+ examples) of past behavior related to competency

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interviewer** | **1** | **2** | **3** | **Average** | **Notes** |
| **Competencies** |
| Compassion | 4 | 4 | N/A | 4 |  |
| Attitude | 4 | 4 | 4 | 4 |  |
| Teamwork | 4 | 3 | 3 | 3 |  |
| Customer Service | 4 | 4 | 2 | 4 | Conversation between interviewers alleviated #3’s concerns |
| **Overall Interview** | 4 | 4 | 3 | 4 |  |
| Would you recommend this person for hire? | Yes | Yes | Yes | Yes |  |
| What additional training would he or she need? | Technical training around cleaning protocols in research labs |

**Interview Summary**

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interview Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Competency Score Key:*

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interviewer** | **1** | **2** | **3** | **Average** | **Notes** |
| **Competencies** |
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|  |  |  |  |  |  |
| **Overall Interview** |  |  |  |  |  |
| Would you recommend this person for hire? |  |  |  |  |  |
| What additional training would he or she need? |  |
| Additional Notes: |  |
|  |
| ConsolidatedRemarks: |  |
|  |
| Was this candidate hired? |  |