**Internship Candidate Interview Evaluation Form**

(This tool is aligned to the Interview Guide and is fully customizable to suit your specific needs and preferences.)

Candidate Name:   
Position:

Interview Date:

Rating Scale: 4 (Extensive), 3 (Moderate), 2 (Limited), 1 (Not Noted)

|  |  |  |
| --- | --- | --- |
| **Interview Question** | **Rating (1-5)** | **Comments** |
| Candidate Background |  |  |
| 1. **Tell us a little bit about yourself and why you are interested in this internship position.** |  |  |
| Competency-based Questions |  |  |
| *Competency: Communication Skills*   1. **Can you describe a time when you had to explain a complex concept to someone?** |  | **S**ituation/**T**ask:  **A**ctions:  **R**esults: |
| *Competency: Teamwork and Collaboration*   1. **Tell me about a successful team project you were part of. What was your role?** |  | **S**ituation/**T**ask:  **A**ctions:  **R**esults: |
| *Competency: Problem-Solving and Critical Thinking*   1. **Describe a challenging situation you faced in a project. How did you approach it?** |  | **S**ituation/**T**ask:  **A**ctions:  **R**esults: |
| *Competency: Adaptability and Flexibility*   1. **Can you share an experience where you had to adapt quickly to a new environment or task?** |  | **S**ituation/**T**ask:  **A**ctions:  **R**esults: |
| *Competency: Time Management and Organizational Skills*   1. **Can you describe a time when you successfully managed your time to complete a project?** |  | **S**ituation/**T**ask:  **A**ctions:  **R**esults: |
| other criteria |  |  |
| **Enthusiasm for the Role**  *Consider the candidate's passion and interest in the position and the organization*. |  |  |
| **Cultural Fit** (see “cultural fit ratings” and examples on page 2)  *Evaluate how well the candidate aligns with the organization’s values and culture.* |  |  |
| **Overall Impression** | Average Score |  |

**Additional Feedback:**

* *Strengths:*
* *Areas for Improvement:*
* *Recommendation (Select One):*
  + Strongly Recommend
  + Recommend
  + Neutral
  + Do Not Recommend

**Interviewer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit this evaluation form to the hiring manager upon completion.

**Cultural Fit Ratings**

Interviewers need to maintain focus on relevant professional attributes to help ensure a fair and equitable hiring process. See the table below for ratings, definitions, and appropriate versus inappropriate examples:

|  |  |
| --- | --- |
| **Extensive Cultural Fit** | * The candidate shares the organization’s values and demonstrates work style behaviors aligned with the culture (e.g. collaboration and innovation). They showed enthusiasm for team projects and highlighted experiences that reflect our mission. |
| **Moderate Cultural Fit** | * The candidate exhibits some alignment with our values but may have different approaches to collaboration or communication styles. They provided relevant examples but didn’t fully represent work style behaviors that align with the culture. |
| **Limited Cultural Fit** | * The candidate’s values and work style do not align well with the company culture. Their responses suggested a potential mismatch with our collaborative environment (e.g. appeared more focused on individual achievements rather than teamwork). |

Inappropriate Examples:

* **Personal Characteristics:** appearance, age, gender, race, or other personal attributes unrelated to their qualifications or fit for the role
* **Political or Religious Beliefs:** political affiliations or religious practices, as these do not pertain to job performance or alignment with organization values
* **Social Preferences:** social habits such as a preference to work in teams or alone without considering how preferences can be a strength in the specific role
* **Lifestyle Choices:** personal lifestyle choices such as hobbies or interests that do not impact their work performance or collaboration
* **Non-Work-Related Experiences:** unrelated extracurricular activities or volunteer work that do not reflect skills or values relevant to the job
* **Subjective Opinions:** making judgments based on gut feelings or biases rather than objective evidence of the candidate’s qualifications and fit for the organization’s culture