

Candidate Interview Summary Report

I. Overview

- **Candidate Name:** [Full name]
- **Job Role:** [Position title]
- **Interview Conducted By:** [Interviewer names]
- **Date and Time:** [Date and time of interview]

II. Assessment Summary

- **Professional Experience:**
 - [Brief summary of relevant experience.]
- **Key Skills Evaluated:**
 - [List technical, analytical, and interpersonal skills discussed.]
- **Cultural Fit:**
 - [Comments on alignment with company culture and values.]

III. Strengths and Areas for Improvement

- **Strengths:**
 - [E.g., in-depth knowledge, adaptability, etc.]
- **Areas for Improvement:**
 - [E.g., lack of managerial experience, etc.]

IV. Scoring Criteria

Aspect	Score (1-10)	Remarks
Industry Knowledge	[Score]	[Remarks]
Leadership Potential	[Score]	[Remarks]
Innovation and Creativity	[Score]	[Remarks]

V. Final Review and Next Steps

- **Recommendation:** [Shortlisted/On Hold/Rejected]
- **Remarks for Next Steps:** [Additional comments or follow-ups required.]