

Job Interview Summary Report

I. Candidate Information

- **Name:** [Candidate's full name]
- **Position Applied For:** [Job title]
- **Interview Date:** [Date of interview]
- **Interview Panel:** [Names and titles of interviewers]
- **Interview Type:** [e.g., Phone, Video, In-person]

II. Key Interview Highlights

- **Professional Background:** [Summarize key aspects of the candidate's experience.]
- **Relevant Skills:** [List skills relevant to the position.]
- **Strengths Identified:**
 - [E.g., leadership, technical expertise, etc.]
- **Weaknesses Identified:**
 - [E.g., lack of familiarity with specific tools, etc.]

III. Evaluation and Scoring

Criteria	Score (1-5)	Comments
Technical Expertise	[Score]	[Comments]
Communication Skills	[Score]	[Comments]
Teamwork and Collaboration	[Score]	[Comments]

IV. Final Recommendation

- **Recommendation Status:** [E.g., Proceed to next round, Hold for consideration, Not Recommended.]
- **Reviewer's Notes:** [Summarize key reasons supporting the decision.]