## **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.]