## **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.]