

To: [Hiring Committee/Client Name]

From: [Your Name/Executive Search Firm]

Date: [Date]

Subject: Interview Assessment - [Candidate Name] for [Job Title]

Dear [Recipient Name],

Following our recent interview on [Date], please find below the assessment for **[Candidate Name]** regarding the **[Job Title]** position.

1. Executive Summary

[Provide a brief overview of the candidate's background and your general impression of their fit for the role.]

2. Key Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

3. Competency Assessment

Leadership & Strategy: [Assessment of their ability to lead teams and set vision.]

Technical Expertise: [Assessment of their specific industry knowledge or functional skills.]

Cultural Alignment: [Assessment of how well they match the organization's values and environment.]

4. Areas for Consideration

- [Potential gap or area requiring further development]
- [Potential concern or risk identified during the interview]

5. Recommendation

Status: [Strongly Recommend / Recommend with Reservation / Do Not Proceed]

Reasoning: [Brief justification for the recommendation and suggested next steps.]

Best regards,

[Your Signature]
[Your Title]
[Company Name]