

To: [Hiring Manager Name]

From: [Interviewer Name/Interview Panel]

Date: [Date]

Subject: Interview Evaluation Summary - [Candidate Name]

Candidate Details:

- **Position:** [Job Title]
- **Interview Date:** [Date]
- **Interview Type:** [In-person / Video / Phone]

Evaluation Summary:

1. Technical Skills & Competencies:

[Insert assessment of the candidate's professional skills, experience, and ability to perform the job tasks.]

2. Soft Skills & Cultural Fit:

[Insert assessment of communication, teamwork, problem-solving, and alignment with company values.]

3. Key Strengths:

[List 2-3 primary strengths observed.]

4. Areas for Improvement / Concerns:

[List any gaps in knowledge or potential concerns.]

Final Recommendation:

[Select One: Strongly Recommend / Recommend / Do Not Recommend / Hold for Comparison]

Comments:

[Additional notes regarding salary expectations, availability, or specific follow-up questions for the next round.]

Signed,

[Your Name]

[Your Title]