

Healthcare Administrator
Candidate Evaluation Form Template

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Candidate Name		Interview Date	
Position Title		Interviewer	
Desired Salary		Interview Start Time	
Available Start Date		Interview End Time	

Response Rating Scale	Interviewer Recommendation
1. No answer 2. Does not meet expectations 3. Meets expectations 4. Exceeds expectations 5. Outstanding Total Score: _____	Check one box below: <input type="checkbox"/> Hire <input type="checkbox"/> Needs additional interview <input type="checkbox"/> Possible fit for different position <input type="checkbox"/> Do not hire but keep on file <input type="checkbox"/> Do not hire Comments:

Questions	Rating	Notes
What leadership theory best matches your style, and why?		
How would the people who report to you describe your management style?		

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Questions	Rating	Notes
Describe a time when you led an organization-wide strategic change initiative. How did you work through challenges?		
How have you used clinical information to understand and solve operational or financial problems?		
How do you make sure your facility delivers exceptional, world-class care to its patients?		
How do you promote employee wellness within your teams?		
What's the most important issue facing professionals in healthcare administration?		
Additional Questions:		