

Executive Interview Communication Skills Scorecard

Candidate Information

Name
Date
Position
Interviewer

Communication Skills Assessment

Skill	Description	Score (1-5)	Comments
Clarity	Speaks clearly and concisely		
Listening	Actively listens and responds appropriately		
Engagement	Maintains eye contact, uses positive body language		
Relevance	Stays on topic, answers questions directly		
Confidence	Projects confidence and professionalism		
Adaptability	Adjusts communication based on audience		
Persuasiveness	Conveys messages convincingly		

Overall Comments

Summary & Recommendation