Candidate Debrief Form

**Hiring Manager:**

**Position:**

**Requisition Number:**

**Location:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Feedback Categories** | | **Technical Skills**  **Source Leading**  **Cold Calling**  **Develop Proposals and Quotes**  **Closing Deals**  **Advising and Influencing**  **Networking**  **Presentations**  **Problem Solving**  **Tenacity**  **Persuasion** | | **Organizational Skills**  **Planning**  **Setting Priorities**  **Delegation** | | **Interpersonal Skills**  **Client Relations**  **Team Player**  **Work at all Levels** | | **Communication Skills**  **Written**  **Verbal** | | **Culture Fit**  **HUB Values**   * **Entrepreneurship** * **Balance** * **Integrity** * **Teamwork** * **Discipline** * **Accountability**   **Work Style**  **Expectations** | | **Feedback Categories** | | **Must Haves**  **Track Record in Sales**  **Prospecting**  **Networking Capability**  **Relationship Building**  **Develop Solutions**  **Interpersonal and Communication Skills**  **Determination**  **Ethics and Integrity** | | **Desirable**  **Insurance Brokerage exp.**  **Industry Licenses** | | |  | | --- | | **Candidate 1** | | **Recruiter Notes** | | **Manager Feedback** | | **Candidate 1** | | **Recruiter Notes** | | **Manager Feedback** | | |  | | --- | | **Candidate 2** | | **Recruiter Notes** | | **Manager Feedback** | | **Candidate 2** | | **Recruiter Notes** | | **Manager Feedback** | | |  | | --- | | **Candidate 3** | | **Recruiter Notes** | | **Manager Feedback** | | **Candidate 3** | | **Recruiter Notes** | | **Manager Feedback** | |