

# Interview Summary

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Position: [Insert Position Title]

## Discussion Overview

The interview took place on [insert date] with [insert interviewer's name] and lasted approximately [insert duration]. The candidate demonstrated enthusiasm for the role and showcased relevant skills.

## Key Points Discussed

- Experience related to [insert relevant experience]
- Availability and commitment to part-time hours
- Understanding of [insert company or job responsibilities]

## Strengths

- [Insert strength 1]

- [Insert strength 2]

- [Insert strength 3]

## Areas for Improvement

- [Insert area 1]

- [Insert area 2]

## Recommendation

Based on the discussion, I recommend proceeding with the next steps in the hiring process. The candidate presents a strong fit for the team.

Thank you,

[Your Name]

[Your Position]