

Candidate Evaluation Form (sample)

Name of Applicant _____

Position _____

Department _____

Answer the following questions as they pertain to the requirements of the job:

Education

- excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments _____

Relevant Job Experience

- excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments _____

Supervisory Experience

- excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments _____

Technical Skills

- excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments _____

Interpersonal Skills

- excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments _____

Motivation

- excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments _____

Strengths

Comments _____

Weaknesses

Comments _____

Overall Ranking

- excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Comments _____

Salary Expectations: _____

Date Candidate Available to Begin Work _____

Interviewer _____

Date of Interview _____

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Interviewer _____ Date _____
Candidate Name _____ Position _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position to which they have applied. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following.

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

Prior Work Experience - Has the candidate acquired similar skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Verbal Communication - How were the candidate's communication skills during the interview (i.e. body language, answers to questions)?

Rating: 1 2 3 4 5

Comments:

Candidate Enthusiasm - How much interest did the candidate show in the position and the company?

Rating: 1 2 3 4 5

Comments:

Knowledge of Company - Did the candidate research the company prior to the interview?

Rating: 1 2 3 4 5

Comments:

Teambuilding/Interpersonal Skills - Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?

Rating: 1 2 3 4 5

Comments:

Initiative - Did the candidate demonstrate, through their answers, a high degree of initiative?

Rating: 1 2 3 4 5

Comments

Time Management - Did the candidate demonstrate, through their answers, good time management skills?

Rating: 1 2 3 4 5

Comments:

Customer Service - Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities?

Rating: 1 2 3 4 5

Comments:

Salary Expectations - What were the candidate's salary expectations? Were they within the range for the position?

Rating: 1 2 3 4 5

Comments:

Overall Impression and Recommendation - Final comments and recommendations for proceeding with the candidate.

Rating: 1 2 3 4 5

Comments:

Candidate Evaluation Form (sample)

Candidate Name: _____ Position: _____

Interviewer Name: _____ Job#: _____

Interview Date: _____

Rating Scale (1-5): 1=Unsatisfactory, 2=Below Average, 3=Average, 4=Above Average, 5=Outstanding

Circle one choice only *Write NR if question not applicable

Related Education/Training						Comments*
Degree/Certification	1	2	3	4	5	{enter comments}
Coursework	1	2	3	4	5	
Related Experience						
Companies/products	1	2	3	4	5	
Duration in job	1	2	3	4	5	
Reason for leaving	1	2	3	4	5	
Patents/Publications	1	2	3	4	5	
Technical Ability						
Theoretical Knowledge	1	2	3	4	5	
Practical Application	1	2	3	4	5	
Overall Understanding	1	2	3	4	5	
Communication Skills						
Clarity of ideas	1	2	3	4	5	
Prof. Appearance	1	2	3	4	5	
Direct Answers	1	2	3	4	5	
Writing Ability	1	2	3	4	5	
Drive/Problem Solving						
Innovative/pioneer	1	2	3	4	5	
Assertive/Driver	1	2	3	4	5	
Accountable	1	2	3	4	5	
Likes challenge offered	1	2	3	4	5	
Working with Others						
Peers/Management	1	2	3	4	5	
Team Player	1	2	3	4	5	
Interest with Company						
Researched Company	1	2	3	4	5	
Motivated to work here	1	2	3	4	5	
Fit for project/position	1	2	3	4	5	

Overall Rating

1 2 3 4 5

Hire: [] Reject: [] Hold/File: []

Attach/write additional comments to this form