

# APPLICANT ASSESSMENT SHEET

Applicant name \_\_\_\_\_ Position \_\_\_\_\_  
 Interview date \_\_\_\_\_ Interviewer name \_\_\_\_\_

|  | Good                     | Fair                     | Poor                     |
|--|--------------------------|--------------------------|--------------------------|
| <b>RESUME AND APPLICATION REVIEW</b>   |                          |                          |                          |
| Resume, work record, and education satisfactory                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Possesses required education, license, certifications                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Continuing education to develop job skills                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work and salary history consistent; gaps explained                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reasons for leaving former jobs appear logical                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sufficient relevant work experience  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| References provided with telephone numbers<br>(if not, request at interview) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <b>INTERVIEW</b>  |                          |                          |                          |
| Applicant on time; appropriate appearance                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sincere and straightforward                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Responded to interview questions well                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided examples of previous work success                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interpersonal skills appropriate for the job              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of collaborative teamwork, relationship building | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appropriate internal and external customer orientation    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Computer knowledge adequate to the job                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained why s/he wants to work for AU                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Other job skills and competencies from job description |                          |                          |                          |
| _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>INTERVIEWER RESPONSE</b>            |                          |                          |                          |
| Applicant asked good questions         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Applicant was able to provide examples | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Eye contact and professionalism        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |