

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: _____

Candidate Evaluation Form (Sample)

Interviewer _____ Date _____
Candidate Name _____ Position _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates over qualification 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 experience?

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 are the candidate's communications 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 are 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 of question is not applicable

Related Education/Training

Degree/Certification	1	2	3	4	5
Coursework	1	2	3	4	5

Comments*

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

**Attach/write additional comments to this form*

