



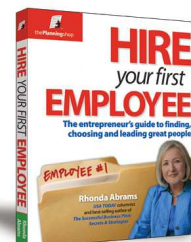
CREATED BY

Rhonda Abrams

Excerpted from Hire Your First Employee

Get Rhonda's FREE newsletter and more business advice at www.planningshop.com.

BUY IT!



worksheet: Candidate Evaluation Form

NAME: _____ DATE: _____

Check the appropriate box and add additional criteria on which you'd like to evaluate your candidates. Add a row for each requirement. Use the same form for each of your top candidates.

QUALIFICATIONS	GREAT	GOOD	FAIR/ POOR	COMMENTS/DETAILS
Education				
Special training				
Nature of past work experience				
Length of past work experience				
Specific skill:				
Specific skill:				
Specific skill:				
Other relevant background				
Grasp of job duties				
Realistic self appraisal				
Appropriate career goals				
Interested in field or company				
Attitude, enthusiasm				
Communication skills				
Achievement oriented				
Other				
OVERALL EVALUATION				
Additional Comments:				