

## Applicant rating template

<b>Role title</b>	
<b>Applicant name</b>	
<b>Interviewer(s)</b>	
<b>Date</b>	

Rating scale: 1 = poor, 5 = excellent

Weight: 1 = not relevant, 2 = useful, 3 = desirable, 4 = essential, 5 = advantageous

<b>Education and training</b>	1	2	3	4	5	n/a	x	Weight	=	Score
School										
University /relevance of degree										
Training										
Professional qualifications										

Comments
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<b>Experience</b>	1	2	3	4	5	n/a	x	Weight	=	Score
Relevance to role										
Achievements										

Comments
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Comments

<b>Growth potential</b>	1	2	3	4	5	n/a	x	Weight	=	Score
Career goals match role/company plans										

Comments

<b>Interview preparation</b>	1	2	3	4	5	n/a	x	Weight	=	Score
Understanding of role requirements										
Knowledge of company										
Relevance of questions										
Interview performance										

Comments

Total score

<b>Recommendation</b>	
	Highly recommend
	Recommend
	Further investigation required
	Don't recommend

## Using the applicant rating template

The template is fully adaptable to meet the specific needs of your organisation and the role under consideration. You can edit the category headings. The descriptions shown within each category are examples and should be adjusted and added to as necessary to match the job description and person specification.

The important point is that all candidates are measured against the same criteria.

<b>Education and training</b>	The extent to which the applicant's academic and professional training are relevant and sufficient for the requirements and responsibilities of the role.
<b>Experience</b>	The extent to which the applicant's work experience meets the requirements of the role.
<b>Industry/function knowledge</b>	The extent to which the applicant understands the objectives of the role, where it sits in the organisation and has a sufficient understanding of the industry and its regulations.
<b>Specific competencies for role</b>	The extent to which the applicant can demonstrate application of the technical and practical abilities and attitude required by the role.
<b>Motivation</b>	The extent to which the applicant demonstrates a desire to secure the role, to work with the company and to contribute to its success.
<b>Growth potential</b>	The extent to which the candidate demonstrates the desire and capability to grow in the current and future roles.
<b>Interview preparation</b>	The extent to which the candidate demonstrates effort taken to understand the role/company, thoughtfulness in questioning and a professional and assured performance.

The applicant rating comparison matrix makes it easy to view judge candidate performance against the role's requirements and can act as a useful catalyst for discussing the merits of each individual and the options worth considering.

