

Applicant rating template

Role title	
Applicant name	
Interviewer(s)	
Date	

Rating scale: 1 = poor, 5 = excellent

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

Education and training	1	2	2 3	4	5	n/a	х	Weight	=	Score
School										
University /relevance of degree										
Training										
Professional qualifications										
									_	
Comments										
Experience	1	2	2 3	4	5	n/a	x	Weight] =	Score
Experience Relevance to role	1	2	2 3	4	5	n/a	x	Weight	=	Score
	1	2	2 3	4	5	n/a	x	Weight	=	Score
Relevance to role	1	2	2 3	4	5	n/a	x	Weight	=	Score
Relevance to role	1	2	2 3	4	5	n/a	x	Weight	=	Score
Relevance to role	1	2	2 3	4	5	n/a	x	Weight	=	Score
Relevance to role	1	2	2 3	4	5	n/a	x	Weight		Score

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Industry/function knowledge	1	2	3	4	5	n/a	х	Weight	=	Score
Regulatory knowledge										
Understands industry trends/competitor activity										
Comments										
Specific competencies for role	1	2	3	4	5	n/a	х	Weight	=	Score
Technical										
Interpersonal										
Team working										
Supervisory/management/leadership										
Client service/empathy										
Communication										
Reasoning/decision making/problem solving										
Results orientation/proactivity										
Initiative										
Personality										
									-	
Comments										
							1		ı	
Motivation	1	2	3	4	5	n/a	х	Weight	=	Score
Enthusiasm for role										
Interest in company										
Desire for development										
Confidence										



Comments											
Growth potential		1	2	3	4	5	n/a	x	Weight	=	Score
Career goals match role/com											
										1	
Comments											
										_	
Interview preparation		1	2	3	4	5	n/a	x	Weight	=	Score
Understanding of role require	ements										
Knowledge of company											
Relevance of questions											
Interview performance											
_										1	
Comments											
]	
Total score											
										-	
	7										
Recommendation								ı		7	
	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.

Education and training Experience	The extent to which the applicant's academic and professional training are relevant and sufficient for the requirements and responsibilities of the role. The extent to which the applicant's work experience meets the requirements of the role.
Industry/function knowledge	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.
Specific competencies for role	The extent to which the applicant can demonstrate application of the technical and practical abilities and attitude required by the role.
Motivation	The extent to which the applicant demonstrates a desire to secure the role, to work with the company and to contribute to its success.
Growth potential	The extent to which the candidate demonstrates the desire and capability to grow in the current and future roles.
Interview preparation	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.



Applicant rating comparison matrix

Role:				pared by:					
	Category sco								
Applicant	Education and training	Experien	ice	Industry / function knowledge	Specific competencies for role	Motivation	Growth potential	Interview preparation	Total Score