



463142 SR 200 - Yulee, FL 32097 - (904) 225-8280 Fax (904) 225-8232

CANDIDATE EVALUATION FORM

Name of Candidate: _____
Position: _____ Department: _____
Interviewer: _____ Date/Time: _____

Answer the following questions as they pertain to the requirements of the job:

Education:

- ☐ Exceeds job requirements
- ☐ Meets job requirements
- ☐ Does not meet job requirements
- ☐ Not applicable for this position

1. In what areas would you like to develop further? What are your plans to do that?
2. What are your career path interests?

Comments: _____

Relevant Job Experience:

- ☐ Exceeds job requirements
- ☐ Meets job requirements
- ☐ Does not meet job requirements
- ☐ Not applicable for this position

1. Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.

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2. What skill set do you think you would bring to this position?

Comments: _____

Technical Skills:

- ☐ Exceeds job requirements
- ☐ Meets job requirements
- ☐ Does not meet job requirements
- ☐ Not applicable for this position

1. What are your qualifications in your area of expertise, i.e., what skills do you have that make you the best candidate for this position? Include any special training you have had (on-the-job, college, continuing education, seminars, computer skills, etc.) and related work experience.

Comments: _____

Interpersonal Skills:

- ☐ Exceeds job requirements
- ☐ Meets job requirements
- ☐ Does not meet job requirements
- ☐ Not applicable for this position

1. What methods do you use to make decisions? When do you find it most difficult to make a decision?

2. What do you think are the best and worst parts of working in a team environment? How do you handle it?

3. Describe how you like to be supervised, and the best relationship you've had with a previous supervisor.

Comments: _____

Behavioral Skills:

- ☐ Exceeds job requirements
- ☐ Meets job requirements
- ☐ Does not meet job requirements
- ☐ Not applicable for this position

1. If someone asked you for assistance with a matter that is outside the parameters of your job description, what would you do?
2. Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle it?
3. Tell me about a time when you were part of a great team. What was your part in making the team effective?

Comments: _____

Strengths:

- ☐ Exceeds job requirements
- ☐ Meets job requirements
- ☐ Does not meet job requirements
- ☐ Not applicable for this position

1. Could you share with us a professional accomplishment of which you are most proud?
2. If I asked several of your co-workers about your greatest strength as a team member, what would they tell me?

Comments: _____

Opportunities for Change:

- ☐ Exceeds job requirements
- ☐ Meets job requirements
- ☐ Does not meet job requirements
- ☐ Not applicable for this position

1. Tell me about a situation you wish that you had handled differently based on the outcome. What was the situation? What would you change (or will you change) when faced with a similar situation?
2. If I asked several of your co-workers about an area that may require improvement as a team member, what would they tell me?

Comments: _____

Managerial Experience:

- ☐ Exceeds job requirements
- ☐ Meets job requirements
- ☐ Does not meet job requirements
- ☐ Not applicable for this position

1. Tell us about your management style – people, teamwork, direction?
2. What was the most challenging personnel issue you've had to deal with and how did you handle it?
3. Are you best at dealing with details and day-to-day operations OR with concepts, envisioning and future planning? Give me an example.

Comments: _____

Overall Ranking:

- ☐ Exceeds job requirements
- ☐ Meets job requirements
- ☐ Does not meet job requirements
- ☐ Not applicable for this position

1. What questions would you like to ask me?
2. Is the salary range we have set for this position within your acceptable range?
3. If you were offered this position, when would you be available to start?

Comments: _____