

CANDIDATE EVALUATION FORM

APPLICANT INFORMATION			
Candidate Name:		Position Interviewing for:	Date:

INTERVIEWER INFORMATION	
Interviewer Position Type: (check one only)	<input type="checkbox"/> ISP Dean/Director <input type="checkbox"/> ISP Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Other MSU Staff

CANDIDATE EVALUATION		
Education/Research: Does the candidate meet the education/research requirements specified in the position description?	Comments:	Evaluation: <input type="checkbox"/> Does not meet requirements <input type="checkbox"/> Meets requirements <input type="checkbox"/> Exceeds requirements
Experience: Does the candidate have relevant experience as required in the position description?	Comments:	Evaluation: <input type="checkbox"/> Does not meet requirements <input type="checkbox"/> Meets requirements <input type="checkbox"/> Exceeds requirements
Job Related Skills: Does the candidate possess the required job related skills as described in the position description? Or, has the candidate demonstrated the ability to perform the position responsibilities?	Comments:	Evaluation: <input type="checkbox"/> Does not meet requirements <input type="checkbox"/> Meets requirements <input type="checkbox"/> Exceeds requirements
Interpersonal Skills: Does the candidate possess the necessary interpersonal skills to successfully perform the job?	Comments:	Evaluation: <input type="checkbox"/> Does not meet requirements <input type="checkbox"/> Meets requirements <input type="checkbox"/> Exceeds requirements
Overall impression of the candidate:		

HIRING RECOMMENDATION		
<input type="checkbox"/> Hire	<input type="checkbox"/> Do Not Hire	<input type="checkbox"/> Possible, but not first choice

Please return this form to the ISP Dean's Office via campus mail **no later than 2 days** following the interview.

International Studies and Programs
 207 International Center
 (517) 355-2350