Candidate Evaluation Form (sample)

Name of Applicant								
Position								
Department								
Answer the following questions as they pertain to the requirements of the job								
Education								
 [] excellent [] meets job requirements [] does not meet job requirements [] not applicable for this position 								
Comments								
Relevant Job Experience								
 [] excellent [] meets job requirements [] does not meet job requirements [] not applicable for this position 								
Comments								
Supervisory Experience								
 [] excellent [] meets job requirements [] does not meet job requirements [] not applicable for this position 								
Comments								
Technical Skills								
 [] excellent [] meets job requirements [] does not meet job requirements [] not applicable for this position 								

Comments								
Interpersonal Skills								
[] excellent[] meets job requirements[] does not meet job requirements[] not applicable for this position								
Comments	-							
Motivation								
 [] excellent [] meets job requirements [] does not meet job requirements [] not applicable for this position 								
Comments	-							
Strengths								
Comments								
Weaknesses								
Comments								
Overall Ranking								
[] excellent[] meets job requirements[] does not meet job requirements[] not applicable for this position								
Comments								

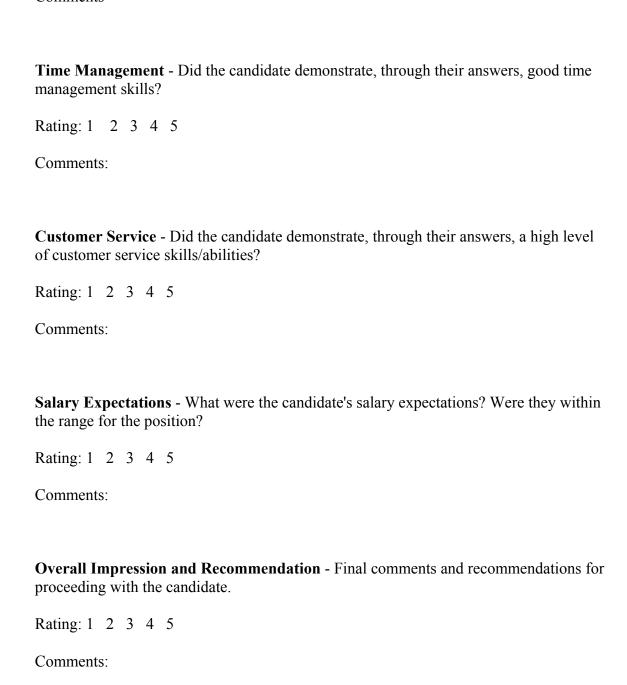
Salary Expectations:
Date Candidate Available to Begin Work
Interviewer
Date of Interview

Candidate Evaluation Form (sample)

Interviewer	Date
Candidate Name	
	Scoring
overall qualifications for the position interviewer should give the candidat comments in the space provided. The	e completed by the interviewer to rank the candidates in to which they have applied. Under each heading the see a numerical rating and write specific job related to enumerical rating system is based on the following. e 3 - Average 2 - Satisfactory 1 - Unsatisfactory
Educational Background - Does th qualifications or training for this pos	ne candidate have the appropriate educational sition?
Rating: 1 2 3 4 5	
Comments:	
Prior Work Experience - Has the c through past work experiences?	candidate acquired similar skills or qualifications
Rating: 1 2 3 4 5	
Comments:	
Technical Qualifications/Experien necessary for this position?	ce - Does the candidate have the technical skills
Rating: 1 2 3 4 5	
Comments:	

Verbal Communication - How were the candidate's communication skills during the interview (i.e. body language, answers to questions)?
interview (i.e. body language, answers to questions):
Rating: 1 2 3 4 5
Comments:
Candidate Enthusiasm - How much interest did the candidate show in the position and the company?
Rating: 1 2 3 4 5
Comments:
Knowledge of Company - Did the candidate research the company prior to the interview?
Rating: 1 2 3 4 5
Comments:
Teambuilding/Interpersonal Skills - Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?
Rating: 1 2 3 4 5
Comments:
Initiative - Did the candidate demonstrate, through their answers, a high degree of initiative?
Rating: 1 2 3 4 5

Comments



Candidate Evaluation Form (sample)

Candidate Name:									
Interviewer Name:									
Interview Date:									
Rating Scale (1-5): 1=Unsatisfactory, 2=Below Average, 3=Average, 4=Above Average 5=Outstanding Circle one choice only *Write NR if question not applicable									
Related Education/Training						Comments*			
Degree/Certification	1	2	3	4	5	{enter comments}			
Coursework	1	2	3	4	5				
Related Experience									
Companies/products	1	2	3	4	5				
Duration in job	1	2	3	4	5				
Reason for leaving	1	2	3	4	5				
Patents/Publications	1	2	3	4	5				
Technical Ability									
Theoretical Knowledge	1	2	3	4	5				
Practical Application	1	2	3	4	5				
Overall Understanding	1	2	3	4	5				
Communication Skills									
Clarity of ideas	1	2	3	4	5				
Prof. Appearance	1	2	3	4	5				
Direct Answers	1	2	3	4	5				
Writing Ability	1	2	3	4	5				
Drive/Problem Solving									
Innovative/pioneer	1	2	3	4	5				
Assertive/Driver	1	2	3	4	5				
Accountable	1	2	3	4	5				
Likes challenge offered	1	2	3	4	5				
Working with Others									
Peers/Management	1	2	3	4	5				
Team Player	1	2	3	4	5				
Interest with Company									
Researched Company	1	2	3	4	5				

Motivated to work here 1 2 3 4 5 Fit for project/position 1 2 3 4 5

Overall Rating 1 2 3 4 5

Hire: [] Reject: [] Hold/File: []

Attach/write additional comments to this form