CANDIDATE EVALUATION FORM

Interviewer: _____ Date: _____

Candidate Name: _____ Position: _____

The Candidate Evaluation Form is to be completed by the interviewer to rank the candidate's overall qualifications for the position to which he/she has applied. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The scoring scale is based on the following:

5–Exceptional **4–Above Average** **3–Average** **2–Satisfactory** **1–Unsatisfactory**

Educational Background: Does the candidate have the appropriate educational qualifications or training for this position?

Rating 1 2 3 4 5

Comments: _____

_____

Prior Work Experience: Has the candidate acquired similar skills or qualifications through past work experiences?

Rating 1 2 3 4 5

Comments: _____

_____

Technical Qualifications/Experience: Does the candidate have the technical skills necessary for this position?

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)?

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 his/her 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: _____

_____

Time Management: Did the candidate demonstrate, through their answers, good time management skills?

Rating 1 2 3 4 5

Comments: _____

_____

Customer Service: Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities?

Rating 1 2 3 4 5

Comments: _____

_____

Salary Expectations: What were the candidate's salary expectations? Were they within the range for the position?

Rating 1 2 3 4 5

Comments: _____

_____

Overall Impression and Recommendation: Final comments and recommendations for proceeding with the candidate.

Rating 1 2 3 4 5

Comments: _____

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