

Candidate Evaluation Form

Position Applied For: _____ Name of Applicant: _____

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

	Detail of Job Requirement (Bachelor's Degree, 10 years of experience, etc)	Excellent	Meets Job requirement	Does NOT meet job requirement	Not applicable for this position
Education					
Relevant Job Experience					
Supervisory Experience					
Communication Skills					
Interpersonal Skills					
Motivation					
Overall Ranking					

Rank the candidate's overall qualifications: (1 – being poor and 5 – being very high qualifications)

Prior Work Experience – Has the candidate acquired similar skills or qualifications through past work experience?	1	2	3	4	5
Verbal Communication – How were the candidate's communication skills during the interview?	1	2	3	4	5
Candidate Enthusiasm – How much interest did the candidate show in the position and the company?	1	2	3	4	5
Team Building Skills – Did the candidate demonstrate, through their answers, good teambuilding skills?	1	2	3	4	5
Initiative – Did the candidate demonstrate, through their answers, a high level of initiative?	1	2	3	4	5
Customer Service – Did the candidate demonstrate, through their answers, a high level of customer service skills?	1	2	3	4	5
Overall Impression and Recommendation	1	2	3	4	5

Final Comments and Recommendation:

Form Prepared By: _____ Date: _____