



Candidate Evaluation Form

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 _____

Attitude/Demeanor/Courteousness

- 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

Communication Skills

- excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Appearance

- excellent
- meets job requirements
- does not meet job requirements
- not applicable for this position

Strengths

Comments _____

Weaknesses

Comments _____

Overall Ranking

- excellent
- meets job requirements
- does not meet job requirements

Comments _____

Salary Expectations: _____

Date Available: _____

Interviewer _____

Date of Interview _____