CANDIDATE EVALUATION FORM

This form is used to assess job candidates on criteria critical to the job and to compare candidates’ strengths, weaknesses, and overall suitability for the job. It is recommended that you complete this form as you interview each candidate.

INTERVIEWER: _______________________________     DATE: _____________
CANDIDATE: __________________________________

Please rate the candidate in the following areas according to this scale:

1 = Poor   2 = Fair   3 = Good   4 = Very Good   5 = Excellent

___ Amount of related work experience
___ Demonstrated technical knowledge
___ Ability to communicate effectively (level of comfort during interview; ability to express thoughts clearly, thoroughly and concisely; appropriate body language; answered interview questions thoroughly)
___ Ability to relate effectively to individuals at all levels of the organization
___ Demonstrated knowledge of relevant regulations
___ Demonstrated knowledge of relevant computer applications; experience with a variety of applications; depth of knowledge and the frequency of use
___ Experience in analyzing data and in using findings to recommend courses of action
___ Demonstrated leadership skills; ability to work autonomously; participation in or leadership of committees or projects
___ Participation in professional development activities (workshops, seminars, committees, conventions)
___ Experience in making public presentations
___ TOTAL

Comments: