

Candidate Evaluation Form

Applicant Name:	Position:
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Please use this form as a guide to evaluate the applicant's qualifications for employment. Check the appropriate numeric value corresponding to the applicant's level of qualification and provide appropriate comments in the space below.

Rating Scale:

<p>5. Outstanding</p> <p>4. Excellent—exceeds requirements</p> <p>3. Competent—acceptable proficiency</p>	<p>2. Below Average—does not meet requirements</p> <p>1. Unable to determine or not applicable to this candidate</p>
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	Rating				
	5	4	3	2	1
Functional Technical Skills					
Candidate's Understanding of the Position Assess candidate's knowledge of the position and its requirements.					
Relevant Background/Special Skill Set Explore the candidate's knowledge and past working experiences in training.					
Professional Impression Consider self-confidence, maturity, and presence to assess the candidate's level of professionalism.					
Time Management/Priority Setting					
Interpersonal/Communication Skills Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and customer orientation.					
Organizing/Planning					
Customer Service					
Perseverance/Drive for Results					
Action Oriented/Learning on the Fly					
Overall Evaluation: Please summarize your perceptions of the candidate's strengths and any concerns that should be considered:					

Recommendation:

- Hire
 Recommend interview for other position within university:
 Possible Interest
 Reject
