

CANDIDATE MATRIX

Use a scale of 1 – 5 to rate each candidate on your evaluation criteria:

1 _____	3 _____	5 _____
Below Requirements	Meets Requirements	Exceeds Requirements

	Candidate 1: _____	Candidate 2: _____	Candidate 3: _____	Candidate 4: _____	Candidate 5: _____
Interpersonal skills					
Knowledge of general subject					
Specific job skills / knowledge					
Administrative skills					
Computer proficiency					
Education					
Years of experience					
Unrelated experience					
Salary requirements					
Other: _____					
Other: _____					

Note: You may wish to apply weighted averages. For example, interpersonal skills may be more important to you than computer skills. For that category, you could take the candidates' scores (1 – 5) and multiply them by 2. This will be reflected in the candidates' total scores to help you make your final decision.