## Candidate Evaluation Form

 Applicant Name:  
 Position:  

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:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Outstanding</td>
</tr>
<tr>
<td>4.</td>
<td>Excellent—exceeds requirements</td>
</tr>
<tr>
<td>3.</td>
<td>Competent—acceptable proficiency</td>
</tr>
<tr>
<td>2.</td>
<td>Below Average—does not meet requirements</td>
</tr>
<tr>
<td>1.</td>
<td>Unable to determine or not applicable to this candidate</td>
</tr>
</tbody>
</table>

### 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