

Sample of Candidate Evaluation Form: Job- Specific Assessment

Name of Applicant_____

Position_____

Department _____

Answer the following questions as they pertain to the requirements of the job:

Education

- ☐ exceeds job requirements
- ☐ meets job requirements
- ☐ does not meet job requirements
- ☐ not applicable for this position

Comments_____

Relevant Job Experience

- ☐ exceeds job requirements
- ☐ meets job requirements
- ☐ does not meet job requirements
- ☐ not applicable for this position

Comments_____

Supervisory Experience

- ☐ exceeds job requirements
- ☐ meets job requirements
- ☐ does not meet job requirements
- ☐ not applicable for this position

Comments_____

Technical Skills

- ☐ exceeds job requirements
- ☐ meets job requirements
- ☐ does not meet job requirements
- ☐ not applicable for this position

Comments _____

Interpersonal Skills

- ☐ excellent
- ☐ satisfactory
- ☐ unsatisfactory
- ☐ not applicable for this position

Comments _____

Motivation

- ☐ excellent
- ☐ satisfactory
- ☐ unsatisfactory
- ☐ not applicable for this position

Comments _____

Strengths

Comments _____

Weaknesses

Comments _____

Overall Ranking

- ☐ excellent/exceeds job requirements
- ☐ satisfactory/meets job requirements
- ☐ unsatisfactory/does not meet job requirements

Comments _____

Interviewer name _____

Date of interview _____