



Appendix D

Overall Candidate Evaluation Form

Candidate Name: _____ Position Title: _____

Interviewer Name: _____ Interview Date: _____

Based on your interactions with the applicant during the interview, please evaluate the candidate's qualifications, communication, presence and suitability for the position listed above. When it comes to assessing a job applicant, interviewers should keep in mind to look at "the whole person." This includes appearance, body language, professionalism, education, skills, experience, attitude, self-motivation, and interpersonal skills. In each section, space is provided to write additional job specific comments. If one of the questions does not apply to the position, please write N/A in the comment section.

Education

The candidate has the necessary education required by the position.

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:

Work Experience

The candidate has prior work experience that is related to the position.

_____ Extensive experience

_____ Meets requirements

_____ Not related but transferable skills

_____ No prior experience

Comments:



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Skills (Technical)

The candidate demonstrated to your satisfaction that he/she had the necessary technical skills to perform the job successfully.

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:

Supervising Others

The candidate demonstrated to your satisfaction that he/she had the necessary experience in supervising others to perform the job successfully.

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:

Leadership Skills

The candidate demonstrated to your satisfaction that he/she had the necessary leadership skills to perform the job successfully.

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:



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Teamwork

Demonstrated the ability to work well in a team and with superiors, peers, and reporting staff.

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:

Time Management

Demonstrated the ability to manage time independently and work efficiently.

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:

Customer Service

Demonstrated the ability to be customer focused.

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:



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Motivation for the Job

The candidate expressed interest and excitement about the job.

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:

Problem Solving

Demonstrated the ability to design innovative solutions and solve problems.

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:

Skill Needed

Demonstrated the ability to:

_____ Exceeds requirements

_____ Meets requirements

_____ Needs a little more training

_____ Doesn't meet requirements

Comments:



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Interpersonal Skills Observed During Interview

There is no such thing as one perfect personality when it comes to jobs in general. What is important is how well an individual's personality matches the requirements of a particular job.

During the interview, the applicant communicated ideas effectively.

_____ Excellent

_____ Acceptable

_____ Poor

_____ Unacceptable

Comments:

During the interview, the applicant maintained good eye contact

_____ Excellent

_____ Acceptable

_____ Poor

_____ Unacceptable

Comments:

The applicant displayed an appropriate level of self-confidence during the interview.

_____ Excellent

_____ Acceptable

_____ Poor

_____ Unacceptable

Comments:



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Dress and appearance

_____ Appropriate for the level of the position being interviewed for

_____ Inappropriate for the level of the position being interviewed for

Comments:

Overall Recommendation

_____ Highly recommend

_____ Recommend

_____ Need clarification of qualifications

_____ Do not recommend for this position.

Comments: