

CANDIDATE EVALUATION FORM

This form is used to assess job candidates on criteria critical to the job and to compare candidates' strengths, weaknesses, and overall suitability for the job. It is recommended that you complete this form as you interview each candidate.

INTERVIEWER: _____ **DATE:** _____

CANDIDATE: _____

Please rate the candidate in the following areas according to this scale:

1 = Poor 2= Fair 3 = Good 4 = Very Good 5 = Excellent

- ___ Amount of related work experience
- ___ Demonstrated technical knowledge
- ___ Ability to communicate effectively (level of comfort during interview; ability to express thoughts clearly, thoroughly and concisely; appropriate body language; answered interview questions thoroughly)
- ___ Ability to relate effectively to individuals at all levels of the organization
- ___ Demonstrated knowledge of relevant regulations
- ___ Demonstrated knowledge of relevant computer applications; experience with a variety of applications; depth of knowledge and the frequency of use
- ___ Experience in analyzing data and in using findings to recommend courses of action
- ___ Demonstrated leadership skills; ability to work autonomously; participation in or leadership of committees or projects
- ___ Participation in professional development activities (workshops, seminars, committees, conventions)
- ___ Experience in making public presentations
- ___ **TOTAL**

Comments: