



IT and Business Consultancy

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EVALUATION FORM

Candidate Name	
Contacts	
Time Consumed	
Resides in	

Please tick the appropriate rating

ATTRIBUTES	EXCELLENT 5	GOOD 4	AVERAGE 3	FAIR 2	POOR 1
Efficiency-Time to complete					
Relevance of Industry					
Effectiveness					
Learning ability					
Critical thinking					
Attitude towards the position					
Problem solving ability					
Experience-Years					
Report/Proposal writing					
Proficiency in Office					
Communication skills					
Engaging and persuasion skills					
Friendliness and composure					
Appearance n Etiquette					
Attitude towards the position					
SCORE					
Out of	75				

Added Advantages	Score	Remarks if any
Related working experience		
Digital Marketing		
Front office management		
Graphics and Design		
Technical Skills		
SCORE		
Out of	25	
FINAL SCORE		
Out of	100	

You give a candidate a score of between 0 to 5. Zero if no skills 5 if they are best with that skill.