Candidate Evaluation Form

|  |  |
| --- | --- |
| Position: |  |
| Candidate Name: |  |
| Interviewer Name: |  |
| Interview Date: |  |

*Instructions:* Based on the interview, please evaluate the candidate's qualifications for the position listed above. 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/Training**

The candidate has the necessary education and/or training required by the position.

Exceeds requirements

Meets requirements

Requires more training

Fails to 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: |

**Skills (Technical)**

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

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**Supervising Others**

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

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**Leadership Skills**

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

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**Interpersonal Skills/Communication**

The candidate articulated ideas well both written and orally.

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**Teamwork**

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

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**Time Management**

The candidate demonstrated the ability to manage time independently and work efficiently.

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**Customer Service**

The candidate demonstrated the ability to be customer focused.

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**Job Motivation**

The candidate expressed interest and excitement about the job.

Exceeds requirements

Meets requirements

Fails to meet requirements

|  |
| --- |
| Comments: |

**Problem Solving**

The candidate demonstrated the ability to design innovative solutions and solve problems.

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**<Skill Needed>**

The candidate demonstrated the ability to:

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**<Skill Needed>**

The candidate demonstrated the ability to:

Exceeds requirements

Meets requirements

Requires more training

Fails to meet requirements

|  |
| --- |
| Comments: |

**Overall Recommendation**

Highly Recommend

Recommend

Need clarification of qualifications

Do not recommend

|  |
| --- |
| Comments: |