## Applicant Evaluation

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General Information | | | | | | | | |
| Candidate: |  | | | | Date: |  | | |
| Position Applied for: |  | | | | | | | |
| Department: |  | | | | | | | |
| Interviewer: |  | | | | | | | |
|  | | | | | | | | |
| Hiring Recommendation (circle one) | | | | | | | | |
|  | | | | | | | | |
| **Hire** | | | | **Not Hire** | | | | |
|  | | | | | | | | |
| Candidate Evaluation | | | | | | | | |
|  | | Poor | Fair | | Satisfactory | | Good | Excellent |
|  | |  |  | |  | |  |  |
| Knowledge of Specific Job Skills | |  |  | |  | |  |  |
| Related Job Experience | |  |  | |  | |  |  |
| Related Education or Training | |  |  | |  | |  |  |
| Initiative | |  |  | |  | |  |  |
| Communication/Listening Skills | |  |  | |  | |  |  |
| Attitude | |  |  | |  | |  |  |
| Interest in Company/Position | |  |  | |  | |  |  |
|  | | | | | | | | |
| Strengths: | | | | | | | | |
|  | | | | | | | | |
| Weaknesses: | | | | | | | | |
|  | | | | | | | | |
| Additional Comments: | | | | | | | | |
|  | | | | | | | | |
| SIGNATURE OF INTERVIEWER DATE | | | | | | | | |