

### SAMPLE 3 CANDIDATE EVALUATION FORM

Candidate \_\_\_\_\_

Interview Date \_\_\_\_\_

Position \_\_\_\_\_

Factors used to evaluate candidates should be job-related only and should be determined by the job requirements. Factors that are not job-related should not be part of the selection process.

CATEGORY	RATING	COMMENTS
<b>Experience</b>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
<b>Education</b>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
<b>Communication Skills</b>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
<b>Technical Skills</b>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
<b>Customer Service Skills</b>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
<b>Interpersonal Skills</b>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
<b>Other _____</b>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
<b>Overall</b>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	

COMMENTS:

Interviewer \_\_\_\_\_