

Candidate Evaluation Form

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 [Candidate Evaluation Form \(www.shrm.org/ResourcesAndTools/tools-and-samples/presentations/Documents/Candidate%20Evaluation%20Form.docx\)](http://www.shrm.org/ResourcesAndTools/tools-and-samples/presentations/Documents/Candidate%20Evaluation%20Form.docx)

Candidate Name: _____ Position: _____

Interviewer Name: _____ Date: _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position to which he or she has applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Below Average 1 - Unsatisfactory

	Rating				
	5	4	3	2	1
Educational Background: Does the candidate have the appropriate educational qualifications or training for this position? Comments:					
Prior Work Experience: Has the candidate acquired similar skills or qualifications through past work experiences? Comments:					
Technical Qualifications/Experience: Does the candidate have the technical skills necessary for this position?					

Comments:					
Verbal Communication: Did the candidate demonstrate effective communication skills during the interview? Comments:					
Candidate Enthusiasm: Did the candidate show enthusiasm for the position and the company? Comments:					
Knowledge of Company: Did the candidate show evidence of having researched the company prior to the interview? Comments:					
Teambuilding/Interpersonal Skills: Did the candidate demonstrate, through his or her answers, good teambuilding/interpersonal skills? Comments:					
Initiative: Did the candidate demonstrate, through his or her answers, a high degree of initiative? Comments:					
Time Management: Did the candidate demonstrate, through his or her answers, good time management skills? Comments:					
Customer Service: Did the candidate demonstrate, through his or her answers, a high level of customer service skills/abilities? Comments:					

Overall Impression and Recommendation: Final comments and recommendations for proceeding with the candidate. Comments:					
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