



Candidate Evaluation Form

Position: _____

Name: _____

Interviewed by: _____

Date: _____

Please assist in evaluating this candidate for the above position. When you have completed your interview, return this form within two days to the Hiring Manger.

Technical Knowledge:

Based upon the candidate's work-related experience, how successful would s/he be in handling the day-to-day operations of his/her job responsibilities as expressed in the job description?

Teamwork:

What skills or qualities does this candidate seem to possess that would make him/her successful in dealing effectively with co-workers, senior managers, and external associates?

Ability to Learn:

How effective would this candidate be at assimilating and applying new job-related information in a timely manner?

Adaptability:

How well would this candidate be able to maintain his/her level of effectiveness in varying environments with changing job directives, responsibilities, and people?

Tolerance for Demands:

How effective would this candidate be at maintaining stable job performances under pressure (such as handling deadlines, job ambiguity, and opposition)?

Motivational Fit:

How satisfied would this person be with our organization's mode of operation and culture? Is it consistent with the candidate's previous work environments and experiences?

Work Standards:

Strengths:

Weaknesses:

Key Observations: (list supportive comments / observations)

Listening Skills -

Ability to Build Rapport -

Resourcefulness -

Professional Demeanor -

Please circle the appropriate rating listed below as it relates to your evaluation of this candidate:

1	2	3	4	5
Does Not		Meets		Exceeds
Meet		Expectations		Expectations
Expectations				