

Candidate Evaluation Form

Interviewee Name: _____

Position: _____

Date: _____

1 - Poor 2 - Satisfactory 3 - Good 4 - Very Good 5 - Excellent

Appearance

1 2 3 4 5

Comments

Dress					
Grooming					
Body Language					
Eye Contact					

Characteristics

1 2 3 4 5

Comments

Assertive					
Achievement-oriented					
Cooperative/Team Player					
Responsible					
Outgoing					
Open					
Dedicated					
Poise					
Maturity					
Professional					
Ability to Learn					
Willingness to Learn					
Flexibility					

Interpersonal Skills

1 2 3 4 5

Comments

Ability to Think Independently					
Ability to Work Independently					
Clarity of Ideas					
Presentation Skill					
Writing Ability					
Direct Answers					

Trust Building

1 2 3 4 5

Comments

Keeps Commitments					
Honest					
Takes Responsibility of Actions					
Conflict Resolution					

Knowledge

1 2 3 4 5

Comments

Degree(s) (Intended or earned)					
Previous Experience					

Experience

1 2 3 4 5

Comments

Position Type(s)					
Duration on Job					
Reason(s) for Leaving					
Customer Service Orientation					

Goals

1 2 3 4 5

Comments

Realistic Appraisal of Self					
Reason for Interest in Field					
Realistic Career Goals					

Organization Fit

1 2 3 4 5