

Candidate Evaluation Form

Candidate: _____ Position: _____

Interviewed by: _____ Date Interviewed: _____

Summary Notes:	<u>Rating Scale:</u> 3 = expert/excellent match 2 = high/good match 1 = satisfactory/acceptable 0 = unsatisfactory	<u>Weighting Factors:</u> 3 = critical 2 = important 1 = helpful (Note: complete weighting <i>prior</i> to interview)
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Education and Skills	B.E.S.T Questions and Notes	Rating	Weight	Score
Education / Experience		X	=	
Technical Skills		X	=	
Related Expe			=	

Removed for Sample

		X	=	
		X	=	
		X	=	
		X	=	

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Performance Objectives	B.E.S.T Questions	Rating	Weight	Score
		X	=	
		X	=	
			=	
			=	

Removed for Sample

W

What aspects of...

What questions do you have for me?

Thank applicant for their time commitment and explain the next steps in the hiring process

Follow-up for Interviewer and Interview Team

Is this candidate a good fit for this position and should he/she be interviewed again? YES NO
 Why, why not?

Next meeting: _____ Responsible for contacting candidate: _____
Date

Reference request? YES NO Responsible for contacting candidate: _____
 Responsible for contacting references: _____

Is this candidate someone who might be considered for a different position? YES NO
 If YES, outline next steps: _____
Position