

Candidate Evaluation Form

Instructions to Evaluator: Please complete information below and assess how closely aligned the candidate's knowledge, skills, and abilities meet the requirements for the position. Competencies should be measured objectively against established standards. Please use the following evaluation ratings:

1 Well below position expectations **2** Below position expectations **3** Meets position expectations **4** Exceeds position expectations **5** Well exceeds position expectations

Interview Information

Position Title _____ Req. No. _____ BR [] Phone int. [] In person
 Candidate Name _____ Interview Date _____
 Interviewer Name _____ Interview Time _____

Candidate Competency Information

	N/A	1	2	3	4	5
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 /Clinical Qualifications and Experience: Does the candidate have the technical or clinical skills necessary for this position?						
Comments:						
Verbal Communication: How were the candidate's communication skills during the interview (i.e., answers to questions)?						
Comments:						
Goal Compatibility: Based on responses, how closely aligned is this position with the candidate's professional goals?						
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.	<input type="checkbox"/> I recommend this candidate enthusiastically for further consideration. <input type="checkbox"/> I recommend this candidate for further consideration. <input type="checkbox"/> I recommend this candidate for further consideration, with some reservations. <input type="checkbox"/> I do not recommend this candidate for further consideration.					
Comments:						

Interviewer's Signature _____ Date _____

Please return this form to your Human Resources Officer.