

## Candidate Evaluation Sheet

Date\_\_\_\_\_

Candidate: \_\_\_\_\_

Location:\_\_\_\_\_

Interviewer:\_\_\_\_\_

Position\_\_\_\_\_

Please select the recommended action:

- \* Hire
- \* Interview Further
- \* Qualified; Active Candidate
- \* Qualified; Another Position
- \* Not Qualified

Criteria Rating: Hi (5,4), Med (3,2), Lo (1,0)

<b>Criteria</b>	<b>Rating</b>	<b>Comments</b>
ACADEMIC PREPARATION Has necessary educational background		

<p><b>WORK EXPERIENCE</b></p> <p>Has required technical skills, on-the-job experience</p>		
<p><b>SUPERVISORY EXPERIENCE</b></p> <p>Has demonstrated management skills (leading, coaching, etc.)</p>		
<p><b>ORAL COMMUNICATIONS</b></p> <p>Has ability to understand questions and communicate answers clearly.</p>		
<p><b>WRITTEN COMMUNICATIONS</b></p> <p>Has demonstrated satisfactory writing abilities to the extent required by the position.</p>		
<p><b>SPECIAL SKILLS</b></p> <p>Demonstrated skills not discussed above that are required by the position. Identify each skill.</p>		