

[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]

Candidate Evaluation Sheet

Candidate: _____

Date: _____

Position applied for: _____

Reporting to: _____

Evaluator: _____

Instructions: Complete Candidate Evaluation Sheet for each candidate immediately after the interview session. Assign ratings from 1 (low) to 5 (high) for each attribute listed. Enter total score. Use results to compare candidates interviewed for the same position.

<i>Attribute</i>	<i>Description</i>	<i>Rating</i>
Professionalism	Attire, posture, attitude	_____
Communication Skills	Written and oral skills, eye contact, gestures, ability to express opinions supported by fact	_____
Decision-Making Ability	Exercises independent judgment, considers various perspectives, investigates alternatives	_____
Educational Background	Degrees or certifications achieved, technical/business school training, CPE credits earned	_____
Experience	Exposure to similar work environment, reporting structure, responsibilities	_____
Initiative and Enthusiasm	Interest in position expressed, pertinent questions asked, ideas offered	_____
Interpersonal Skills	Experience in group/independent situations, supervisory/management style, problem solving	_____
References	Positive feedback received	_____
Stability and Reliability	Length of each previous position and residence, completion of school or training sessions	_____
Technical Knowledge	Familiarity with equipment, technology, tasks	_____
	Total Rating	_____