

[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.]

APPLICATION EVALUATION FORM

Respondent: _____ Job: _____

Address: _____ Telephone: _____

Contact Type (e.g., resume, application, etc.): _____

Reviewer: _____ Date: _____

	<u>Job Requirements</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>Unknown</u>
1.	Does the respondent have the minimum work experience or job skills?	_____	_____	_____	_____
2.	Could the respondent meet the required experience or skills with training?	_____	_____	_____	_____
3.	Does the respondent have additional job-related work experience or skills?	_____	_____	_____	_____
4.	Does the respondent have the minimum educational experience for the job?	_____	_____	_____	_____
5.	Does the respondent have additional job-related educational experience?	_____	_____	_____	_____
6.	Does the respondent have the necessary license, certificate or other permit?	_____	_____	_____	_____
7.	Does the respondent have additional job-related qualifications?	_____	_____	_____	_____
8.	Can the respondent work within the job conditions?	_____	_____	_____	_____
9.	Will the respondent work for the targeted salary range?	_____	_____	_____	_____
10.	Does the respondent communicate effectively?	_____	_____	_____	_____
11.	Does the respondent appear to be interested in the job?	_____	_____	_____	_____

Other Qualifications: _____

Applicant Rating:

_____ Respondent appears well qualified because: _____

_____ Respondent appears to meet minimum qualifications because: _____

_____ Respondent does not meet the minimum job qualifications, as follows: _____

Disposition:

- _____ Applicant rejected
- _____ Applicant selected for next interview process
- _____ Applicant offered employment