|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Candidate Evaluation Form**  |

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Candidate evaluation forms are to be completed by the interviewer to rank the candidate’s overall qualifications for the position to which they have applied. Under each heading the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the following.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 - Exceptional   | 4 - Above Average   | 3 - Average   | 2 - Satisfactory   | 1 - Unsatisfactory   |

**Prior Work Experience** - Has the candidate acquired similar skills or qualifications through past work experiences?

Rating: 1   2   3   4   5

Comments:

**Verbal Communication** - How were the candidate's communication skills during the interview?

Rating: 1    2    3   4    5

Comments:

**Qualifications/Experience:** Does the candidate have the knowledge and skills necessary for this position?

Rating: 1    2    3   4    5

Comments:

**Collaborative Efforts/Interpersonal Skills** - Did the candidate demonstrate, through their answers, good collaborative efforts/interpersonal skills?

Rating: 1   2    3    4   5

Comments:

**Initiative/Leadership Ability** - Did the candidate demonstrate, through their answers, a high degree of initiative?

Rating: 1 2   3   4   5

Comments:

**Knowledge of Diversity-** Did the candidate demonstrate awareness to relevant and current trends concerning diversity?

Rating: 1 2 3 4 5

Comments:

**Administrative and budgetary experience: financial planning, staff supervision, management of resources**- Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: 1 2 3 4 5

Comments:

**Overall Impression and Recommendation** - Final comments and recommendations for proceeding with the candidate.

Rating: 1   2   3   4   5

Comments: