THE UNIVERSITY OF TEXAS-PAN AMERICAN
HUMAN RESOURCES

CANDIDATE EVALUATION FORM

Instructions: This form is to be completed by each 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 from 1 (lowest) through 3 (highest) and write specific job related comments. Please submit completed form to the Human Resources for review in order to proceed with the job offer. This form is part of the Candidate Selection Packet and is subject to the Public Information Act in accordance with the State of Texas Retention Schedule. This form is to be used only for candidates selected for interview.

☐ **1 Below Requirements** ☐ **2 Meets Requirements** ☐ **3 Exceeded Requirements**

Candidate Name:	Position Title
Interviewer's Name:	Date of Interview:

1. **Educational Background** - Does the candidate have the appropriate educational qualifications or training for this position?

   Rating: 1 2 3

   Comments:

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

   Rating: 1 2 3

   Comments:

3. **Technical Qualifications/Experience** - Does the candidate have the technical skills necessary for this position?

   Rating: 1 2 3

   Comments:

4. **Verbal Communication** - How were the candidate's communication skills during the interview? I.e. body language, etc.

   Rating: 1 2 3

   Comments:

5. **Candidate Enthusiasm** - How much interest did the candidate show in the position, Department and University?

   Rating: 1 2 3

Comments:

6. **Teambuilding/Interpersonal Skills** - Did the candidate demonstrate, through his/her answers, good teambuilding/interpersonal skills?

   Rating: 1 2 3

   Comments:

7. **Initiative -** Did the candidate demonstrate, through his/her answers, a high degree of initiative?

   Rating: 1 2 3

   Comments:

8. **Time Management** - Did the candidate demonstrate, through his/her answers, good time management skills?

   Rating: 1 2 3

   Comments:

9. **Customer Service** - Did the candidate demonstrate, through his/her answers, a high level of customer service skills/abilities?

   Rating: 1 2 3

   Comments:

10. **Salary Expectations** - What were the candidate's salary expectations? Were they within the range for the position?

    Rating: 1 2 3

    Comments:

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

    Rating: 1 2 3

    Comments: