

Candidate Evaluation Form

Applicant Name:	Position:
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Please use this form as a guide to evaluate the applicant's qualifications for employment. Check the appropriate numeric value corresponding to the applicant's level of qualification and provide appropriate comments in the space below.

Rating Scale:	5. Outstanding 4. Excellent-exceeds requirements 3. Competent—acceptable proficiency	2. Below Average—Does not meet requirements 1. Unable to determine or not applicable to this candidate
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	Rating				
	5	4	3	2	1

Presentation Skills: Overall assessment of candidate's 20 min. presentation for organization and stand-up /facilitation skills.					
Candidate's Understanding of the Position: Assess candidate's knowledge of the position and its requirements.					
Relevant Background/Special Skill Set: Explore the candidate's knowledge and past working experiences in training.					
Professional Impression: Consider self-confidence, maturity, and presence to assess the candidate's level of professionalism.					
Motivation/Initiative: Analyze applicant's ability to think and act independently, and goal orientation. Why does this person want to work at the SOM?					
Interpersonal/Communication Skills: Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and customer orientation.					
Flexibility: Assess candidate's responsiveness to change, tolerance for ambiguity.					
Organizational Fit: Review the candidates' potential to fit the unique SOM organization and culture.					
Overall Evaluation: Please add appropriate comments below:					

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Comments (Please summarize your perceptions of the candidate's strengths and any concerns that should be considered:

Recommendation:

- ☐ Hire ☐ Recommend interview for
other position within SOM: _____
- ☐ Possible Interest ☐ Reject