

Applicant and resumé evaluation form

Name of applicant: _____

Date application/resumé received: _____

Position available: _____

Will applicant be interviewed? Yes _____ Date of interview: _____

No _____ Reason for rejection: _____
(see list below)

Will the job be offered? Yes _____ Title: _____

No _____ Salary: _____

If Yes, job-related reason applicant is best qualified for the position:

If No, reason(s) for rejection:

(see list below)

Signature of interviewer/evaluator

Position/department

Date

Reasons for rejection

- 1** Does not meet minimum job requirements.
- 2** Meets minimum requirements, but not best qualified.
- 3** Cannot work required hours or schedule.
- 4** Cannot perform physical requirements of job.
- 5** Prior experience unrelated.
- 6** Less related experience than person selected.
- 7** Less related education or training than person selected.
- 8** Lower skill level than person selected.
- 9** Other (specify): _____