XYZ WELDING SUPPLY

Applicant Appraisal Form

Name of Applicant: _____ Date _____

Position applied for: _____

Comment on the following factors after interviewing the job applicant:

1. Education: _____

_____

_____

2. Experience (consider the overall work history of the applicant): _____

_____

_____

_____

3. Communications Effectiveness: _____

_____

_____

4. Interpersonal Skills: _____

_____

_____

_____

5. Ambition Level: _____

_____

_____

6. Specific additional factors (as identified by interviewer)

a. _____ : _____

_____

b. _____ : _____

_____

c. _____ : _____

_____

General comments and observations: _____

_____

_____

_____

Overall applicant appraisal:

☐ Outstanding – continue consideration for hire.
☐ Average – possible continued consideration.
☐ Unacceptable – no longer consider.

_____
Interviewer

_____
Date