**Candidate Resume Evaluation Form**

**Candidate Information:  
Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Criteria:**

1. **Personal Details:**

* **Completeness: ☐ Yes ☐ No**
* **Relevance to Position: ☐ Yes ☐ No**

1. **Professional Summary:**

* **Clarity and Conciseness: ☐ Yes ☐ No**
* **Highlights Key Skills: ☐ Yes ☐ No**

1. **Work Experience:**

* **Relevant Experience: ☐ Yes ☐ No**
* **Achievements Listed: ☐ Yes ☐ No**

1. **Skills and Competencies:**

* **Technical Skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Soft Skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Overall Impression:  
   Strengths: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Areas for Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewer Comments:**