**Job Resume Evaluation Form**

**Basic Information:
Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Points:**

1. **Personal Information:**
* **Contact Details Complete: ☐ Yes ☐ No**
* **Professional Email: ☐ Yes ☐ No**
1. **Career Objective:**
* **Relevant to Position: ☐ Yes ☐ No**
* **Clearly Defined Goals: ☐ Yes ☐ No**
1. **Skills Match:**
* **Technical Expertise: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Additional Skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
1. **Achievements:**
* **Quantifiable Results Provided: ☐ Yes ☐ No**
* **Evidence of Career Progression: ☐ Yes ☐ No**

**Table for Summary:**

| **Criteria** | **Excellent** | **Good** | **Average** | **Poor** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| **Presentation & Format** | **☐** | **☐** | **☐** | **☐** |  |
| **Experience Relevance** | **☐** | **☐** | **☐** | **☐** |  |
| **Education & Training** | **☐** | **☐** | **☐** | **☐** |  |
| **Key Achievements** | **☐** | **☐** | **☐** | **☐** |  |

**Final Recommendation:
☐ Highly Recommend ☐ Recommend ☐ Neutral ☐ Do Not Recommend**

**Reviewer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**