

# 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

### 2. Career Objective:

• Relevant to Position:  Yes  No

• Clearly Defined Goals:  Yes  No

### 3. Skills Match:

• Technical Expertise: \_\_\_\_\_

• Additional Skills: \_\_\_\_\_

### 4. Achievements:

• Quantifiable Results Provided:  Yes  No

• Evidence of Career Progression:  Yes  No

## Table for Summary:

Criteria	Excellent	Good	Average	Poor	Remarks
Presentation & Format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Experience Relevance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Education &amp; Training</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Key Achievements</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Final Recommendation:**

**Highly Recommend**  **Recommend**  **Neutral**  **Do Not Recommend**

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