**Recruitment Resume Evaluation Form**

**Applicant Details:
Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessment Criteria:**

* **Relevance to Job Description: ☐ Yes ☐ No**
* **Experience with Key Technologies: ☐ Yes ☐ No**
* **Leadership/Teamwork Evidence: ☐ Yes ☐ No**
* **Strong Communication Skills: ☐ Yes ☐ No**

**Evaluation Table:**

| **Category** | **Meets Expectations ☐** | **Needs Improvement ☐** | **Comments** |
| --- | --- | --- | --- |
| **Professional Experience** |  |  |  |
| **Technical Skills** |  |  |  |
| **Education Background** |  |  |  |
| **Certifications** |  |  |  |

**Recruiter Notes:**