APPLICANT EVALUATION FORM

APPLICANT'S NAME_____   POSITION_____

RATER(S) NAME_____   DATE_____

Instructions: Using the position description or vacancy announcement, document appropriate competencies for the position in the critical Job Requirements field. You may reference the question(s) asked during the interview to assist the rater(s) in determining an appropriate score (example: Leadership (see #2, #4).

Circle the appropriate number indicating the degree to which the candidate meets each critical job requirement.

Critical Job Requirements	Below Average Not as strong As needed		Good Meets Job Needs Or Minimum Req.		Very Good More than meets Requirements	
1.	1	2	3	4	5	6
2.	1	2	3	4	5	6
3.	1	2	3	4	5	6
4.	1	2	3	4	5	6
5.	1	2	3	4	5	6
6.	1	2	3	4	5	6
7.	1	2	3	4	5	6
8.	1	2	3	4	5	6

Strengths

Weak Areas

Rating:_____