

## Candidate Evaluation Form

Applicant Name:	Position:
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Please use this form as a guide to evaluate the applicant's qualifications for employment. Check the appropriate numeric value corresponding to the applicant's level of qualification and provide appropriate comments in the space below.

<b>Rating Scale:</b>	<b>5. Outstanding</b> <b>4. Excellent-exceeds requirements</b> <b>3. Competent—acceptable proficiency</b>	<b>2. Below Average—Does not meet requirements</b> <b>1. Unable to determine or not applicable to this candidate</b>
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	<b>Rating</b>				
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

<b>Presentation Skills:</b> Overall assessment of candidate's 20 min. presentation for organization and stand-up /facilitation skills.					
<b>Candidate's Understanding of the Position:</b> Assess candidate's knowledge of the position and its requirements.					
<b>Relevant Background/Special Skill Set:</b> Explore the candidate's knowledge and past working experiences in training.					
<b>Professional Impression:</b> Consider self-confidence, maturity, and presence to assess the candidate's level of professionalism.					
<b>Motivation/Initiative:</b> Analyze applicant's ability to think and act independently, and goal orientation. Why does this person want to work at the SOM?					
<b>Interpersonal/Communication Skills:</b> Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and customer orientation.					
<b>Flexibility:</b> Assess candidate's responsiveness to change, tolerance for ambiguity.					
<b>Organizational Fit:</b> Review the candidates' potential to fit the unique SOM organization and culture.					
<b>Overall Evaluation:</b> Please add appropriate comments below:					

**Notes:**

Applicant Name:

Position:

**Please summarize your perceptions of the candidate's strengths:**

**Please summarize your perceptions of the candidate's weaknesses:**

**What do you need to know more about this candidate to make a decision?**

Hire

Recommend interview for  
another position:

Possible  
Interest

Reject

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