

Candidate Evaluation Form Sample

Candidate Name:	Position Title:
Interviewer's Name:	Date of Interview:

1. **Educational Background** - Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

2. **Prior Work Experience** - Has the candidate acquired similar skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

3. **Technical Qualifications/Experience** - Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

4. **Verbal Communication** - How were the candidate's communication skills during the interview? (i.e. body language, etc.)

Rating: 1 2 3 4 5

Comments:

5. **Candidate Enthusiasm** - How much interest did the candidate show in the position, Department, and University?

Rating: 1 2 3 4 5

Comments:

Candidate Evaluation Form Sample

6. **Teambuilding/Interpersonal Skills** - Did the candidate demonstrate, through his/her answers, good teambuilding/interpersonal skills?

Rating: 1 2 3 4 5

Comments:

7. **Initiative** - Did the candidate demonstrate, through his/her answers, a high degree of initiative?

Rating: 1 2 3 4 5

Comments:

8. **Time Management** - Did the candidate demonstrate, through his/her answers, good time management skills?

Rating: 1 2 3 4 5

Comments:

9. **Customer Service** - Did the candidate demonstrate, through his/her answers, a high level of customer service skills/abilities?

Rating: 1 2 3 4 5

Comments:

10. **Salary Expectations** - What were the candidate's salary expectations? Were they within the range for the position?

Rating: 1 2 3 4 5

Comments:

11. **Overall Impression and Recommendation** - Final comments and recommendations for proceeding with the candidate.

Sum of Total Score: _

Comments:

Candidate Evaluation Form Sample

Note: All Employment Selection Records, such as notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews and all other records that document the selection process need to be retained within the hiring department for two years after hire of the finalist based on State of Texas Records Retention Schedules for State Agencies.