

## Job Applicant Evaluation Form

**This Packet Includes:**

1. General Instructions & Checklist
2. Job Applicant Evaluation Form

## General Instructions & Checklist

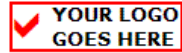
### Job Applicant Evaluation Form

- This form is designed to assist you when interviewing and evaluating a job applicant for a new position. It allows you to evaluate and rate them based on different factors such as knowledge of specific skills for the job, related experience and education, attitude, strengths and much more.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- You can replace the larger “Your Company Name” with the name of your own company. If you have a logo, you can replace the “Your Logo Goes Here” placeholder graphic with your own logo. Otherwise, you can also simply delete the placeholder graphic.
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# YOUR COMPANY NAME

## Applicant Evaluation

| HIRING RECOMMENDATION & OVERALL SCORE |                                   |
|---------------------------------------|-----------------------------------|
| Hire <input type="checkbox"/>         | Not Hire <input type="checkbox"/> |
| Overall Score                         | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩               |

| APPLICANT INFORMATION |  |
|-----------------------|--|
| Candidate             |  |
| Applied Position      |  |
| Department            |  |
| Interviewed by        |  |

| CANDIDATE EVALUATION                 |                          |                          |                          |                          |                          |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                      | Poor                     | Fair                     | Average                  | Good                     | Excellent                |
| Knowledge of Specific Skills for Job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Related Experience                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Related Education or Training        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication/Listening Skills       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interest in Company/Position         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attitude                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Initiative                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cover letter and Resume format       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                     |
|---------------------|
| STRENGTHS           |
| WEAKNESSES          |
| ADDITIONAL COMMENTS |