The evaluative comments provided below should be limited to observations that are clearly job related. Factors that are not job related should not be part of the selection process. Please complete in pen.

|  |  |
| --- | --- |
| Candidate's Name | Position Applying For: |

EVALUATION OF APPLICANT'S POTENTIAL TO PERFORM JOB RELATED RESPONSIBILITIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Low |  | Average |  | High |
| Education | 1 | 2 | 3 | 4 | 5 |
| Experience relative to position | 1 | 2 | 3 | 4 | 5 |
| Communication skills | 1 | 2 | 3 | 4 | 5 |
| Managerial skills | 1 | 2 | 3 | 4 | 5 |
| Technical skills | 1 | 2 | 3 | 4 | 5 |
| Overall interview impression | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |  |

List below the advertised qualifications to be assessed during the interview and include one copy of the interview questions with the Interview Reports that accompany the Request to Offer.

|  |  |
| --- | --- |
| Summary of Strengths | Summary of Weaknesses |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unacceptable |  | Marginal |  | Hire |
| Recommendation for Selection | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |  |

|  |
| --- |
| Reasons for Recommendation |
|  |

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Signature of Interviewer)