



Candidate Evaluation Form
Complete on All Candidates Interviewed

Applicant's Name: _____ Position: _____
 Interviewer's Name: _____ Date: _____

Rating Key

5	Exceptional	Demonstrated excellence in every area
4	Strong	Direct experience/demonstrated strength in most areas, can develop all others quickly
3	Average	Direct experience in most areas and ability to develop all other areas
2	Fair	Direct experience in some areas and ability to develop in most other areas
1	Poor	Limited experience in most areas and some ability to develop other areas

Using the rating key, rate the applicant in the areas identified as important to all associates:

Skills/Abilities	1 2 3 4 5	
Demonstrated Knowledge, Skills, and Abilities needed to perform required functions of the position		
Work History/Experience	1 2 3 4 5	
Depth of prior experience and the relevance and/or value to the position		
Education/Training	1 2 3 4 5	
Academic or on-the job training and the relevance and/or value to the position		
Communication Skills	1 2 3 4 5	
Ability to effectively exchange information with another person , written and verbal		
Core Competencies		
Safety	1 2 3 4 5	
Teamwork	1 2 3 4 5	
Customer Focus	1 2 3 4 5	
Ethics & Values	1 2 3 4 5	
Innovation	1 2 3 4 5	
Work Quality	1 2 3 4 5	

