**CANDIDATE EVALUATION FORM**

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| **Candidate Name:** | **Name of Interviewer:** |
| **Position Title:** | **Date & Time:** |
| **candidate evaluation**Rating scale: 0=No evidence 1=Poor (below expectations) 2=Adequate (meets expectations) 3=Strong (exceeds expectations) |
| **Criteria** | **Rating** | **Comments** |
| **The candidate was prepared for the interview.**(Punctual, asked questions, researched position, provided examples, etc.) |  |  |
| **The candidate’s previous experience is relevant to the essential job duties and responsibilities.** (Provides examples of previous experience with specific details to demonstrate knowledge) |  |  |
| **The candidate demonstrated commitment to diversity, equity, and inclusion.** (Knowledge of terms and value of DEI in workplace, position) |  |  |
| **The candidate demonstrated interpersonal skills.**(Provide examples of conflict resolution, teamwork, collaboration, project coordination etc.) |  |  |
| **The candidate demonstrated effective verbal and written communication skills.**(Discuss experience with writing for various audiences and in various formats such as email, memo, social media, etc.) |  |  |
| **The candidate demonstrated adaptability skills.** (Discussed experience working with moving deadlines or in ambiguity) |  |  |
| **Other:** |
| **Overall rating:** |
| **Overall Score** | **Total** | **Comments** |
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| **What was your overall impression of the candidate?** | **Overall Rating** | **Additional Comments** |
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