**CANDIDATE EVALUATION FORM**

|  |  |
| --- | --- |
| **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** |  |  |