**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** |  | |  |