**CANDIDATE EVALUATION FORM**

**Name of Candidate**: **Day/Date of Interview**\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Proposed Position**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Flight Departure Time**:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Level/ Critical Skills**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interviewer** **Time**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please rank the (Relevant) skills/attributes below on a scale of 1-10, 10 being the highest***:

Verbal Written Communication Skills\_\_\_\_\_\_\_\_\_\_ Customer Service Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
MS Word\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other PC Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Windows\_\_\_\_\_\_\_\_\_
Excel (Other spreadsheet programs)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Accounting\_\_\_\_\_\_\_\_\_\_\_\_\_
Marketing\_\_\_\_\_\_\_\_\_\_\_ Attention to detail\_\_\_\_\_\_\_\_\_\_\_\_ Multitasking\_\_\_\_\_\_\_ Prioritizing\_\_\_\_\_\_\_\_\_
Attitude\_\_\_\_\_\_\_\_\_\_\_\_\_ Motivation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interest Level \_\_\_\_\_\_\_\_\_\_\_\_\_

Strengths:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weakness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relevant Experience:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Work Environment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving present position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Open issues:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please rank the Candidate on a scale between 1 and 10 being the highest possible score. You may circle the number which indicates your decision.**

1 2 3 4 5 6 7 8 9 10

**SHOULD WE HIRE?
(Please circle your decision)
Yes No Hold**

**Interviewer’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**