**Candidate Assessment Form**

Candidate name: Interviewer:

Date:

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| --- | --- | --- | --- | --- | --- |
| **Characteristics/Behavioral** | Poor (1) | Fair (2) | Average (3) | Good (4) | Superior (5) |
| Outgoing |  |  |  |  |  |
| Verbal |  |  |  |  |  |
| Poise |  |  |  |  |  |
| Professional |  |  |  |  |  |
| Listening skills/ability to answer questions |  |  |  |  |  |
| Ability to work with non- technical clients |  |  |  |  |  |

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| **Qualifications** | Poor (1) | Fair (2) | Average (3) | Good (4) | Superior (5) |
| Education/training |  |  |  |  |  |
| Technical skills |  |  |  |  |  |
| Communication skills |  |  |  |  |  |
| Work standards |  |  |  |  |  |
| Planning and organizational skills |  |  |  |  |  |
| Relevant experience |  |  |  |  |  |
| Potential |  |  |  |  |  |

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| **Reasons for Selecting Particular Organization** | Poor (1) | Fair (2) | Average (3) | Good (4) | Superior (5) |
| Commitment |  |  |  |  |  |
| Knowledge of organization |  |  |  |  |  |
| Knowledge of industry |  |  |  |  |  |

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| **Goals and Expectations** | Poor (1) | Fair (2) | Average (3) | Good (4) | Superior (5) |
| Realistic appraisal of self |  |  |  |  |  |
| Realistic career goals |  |  |  |  |  |
| Realistic job expectations |  |  |  |  |  |
| Match employer’s needs |  |  |  |  |  |

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| **Overall** | Poor (1) | Fair (2) | Average (3) | Good (4) | Superior (5) |
| Evaluation |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Score: |  |  |  |  |  |