***Sample Candidate Evaluation Form***

|  |  |
| --- | --- |
|  | Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Evaluator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
|  |  | ***Highly*** ***Qualified*** |  | ***Moderately******Qualified*** |  |  ***Not***  ***Qualified*** |  |  ***Don’t Know/******Can’t Evaluate*** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Desired skills/knowledge expected in this position (e.g., comput­er skills, communication skills):a. b. c. d.  e. f.  |  |  3 3 3 3 3 3 |  |  2 2 2 2 2 2 |  |  1 1 1 1 1 1 |  |  0 0 0 0 0 0 |
|  |  |  |  |  |  |  |  |  |
| 1. Academic ability
 |  |  3 |  |  2 |  |  1 |  |  0 |
|  |  |  |  |  |  |  |  |  |
| 3. Ability to work independently |  |  3 |  |  2 |  |  1 |  |  0 |
|  |  |  |  |  |  |  |  |  |
| 4. Ability to work with a diverse group of faculty/staff/ students |  |  3 |  |  2 |  |  1 |  |  0 |
|  |  |  |  |  |  |  |  |  |
| 5. Willingness to assume other duties as assigned |  |  3 |  |  2 |  |  1 |  |  0 |
|  |  |  |  |  |  |  |  |  |
| 6. Overall assessment of applicant |  |  3 |  |  2 |  |  1 |  |  0 |
|  |  |  |  |  |  |  |  |  |

Comments:

Reviewer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_