***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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_