

APPLICANT APPRAISAL FORM

Name of Applicant _____ Date _____

Position Applied For: _____

Comment on the following factors after interviewing the job applicant:

1. Education: _____

2. Experience (consider the overall work history of the applicant): _____

3. Communications Effectiveness: _____

4. Interpersonal Skills: _____

5. Ambition Level (focus on career goals): _____

Specific additional factors (as identified by interviewer)

a. _____

Applicant Appraisal Form (Continued)

b. _____:

c. _____:

General comments and observations: _____

Overall applicant appraisal:

Outstanding - continue consideration for hire.

Average - possible continued consideration.

Unacceptable - no longer considered.

Interviewer

Date

Applicant Appraisal Form

Applicant Name _____ Date _____

Position Applied For _____

JOB REQUIREMENTS	Unsatisfactory	Marginal	Good	Outstanding
Experience/Education	1	2	3	4
Management Skills	1	2	3	4
Personality	1	2	3	4
Communications: Verbal	1	2	3	4
Communications: Written	1	2	3	4
Negotiation Skills	1	2	3	4
Business Acumen	1	2	3	4
Loyalty	1	2	3	4
Maturity	1	2	3	4
Computer Literacy	1	2	3	4
Fit to Job/Environ.	1	2	3	4

Total : _____

Overall reaction to the Candidate? _____

What are the Candidate's strengths? _____

Applicant Appraisal Form (Continued)

What are the Candidate's weaknesses? _____

Follow-up Action:

- Yes, recommend further consideration
- No further consideration
- Possible continued consideration

Comments: _____

Interviewer

Date