

Candidate Evaluation Summary (OPTIONAL)

Use this form to evaluate each candidate.

(This form should accompany the overall summary recommendation forwarded to the Department Head.)

(Attach additional sheets as needed)

CANDIDATE NAME: _____ **Position Interviewed for** _____ **Date interviewed** _____

COMMENTS:

General aspects you would still need to follow up?

Relevant Work History?

Performance Attributes: Behaviour to the (Circle those for which targeted questions were asked)	Was the Action or Behaviour Effective		What was the behavioural relevance to the Position?		Comments	Rating*
	Yes	No	High	Low		
Adaptability						
Communication						
Continuous Improvement						
Cross Functional Perspective						
Initiative/Judgment						
Self-Development/Continuous Learning						
Service Orientation						
Work Standards						
Overall Rating						
Interviewer				Signature		

*** Rating Definition**

5	Much More Than Acceptable – Significantly exceeds criteria for successful job performance
4	More than Acceptable – Exceeds criteria for successful job performance
3	Acceptable – Meets criteria for successful job performance
2	Less Than Acceptable – Generally does not meet criteria for successful job performance
1	Much Less Than Acceptable – Significantly below criteria required for successful job performance
0	No Opportunity to Observe or Demonstrate

SEARCH SUMMARY AND RECOMMENDATION

DEPARTMENT _____

INTERVIEWER(S) _____

HIRING SUPERVISOR _____

POSITION TITLE _____

POSTING NUMBER _____

NEW/REPLACEMENT FOR: _____

Outline the criteria by which applicants were evaluated:

Applicant Recommended for Hiring: _____

Summarize this applicants' qualifications/responses as they relate to the selection criteria:

