

SAGINAW VALLEY STATE UNIVERSITY

CANDIDATE EVALUATION FORM

Candidate : _____ Position: _____

Interview Date: _____ **RETURN COMPLETED FORM AND APPLICANT'S FILE TO ECS.**

The purpose of this form is to evaluate a candidate's suitability for employment. The factors used to evaluate candidates should be job-related only and should be derived from the job requirements itself. Factors that are not job-related should not be part of the selection process. It may be necessary to change the categories/factors being evaluated based upon the requirements of the position being filled.

CATEGORY	RATING	COMMENTS
Experience	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
Education	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
Communication Skills	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
Technical Skills	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
Personality	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
Other: _____	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	
Overall	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Unacceptable	

Comments: _____

Signature of Interviewer

Printed Name of Interviewer

Date