

WAYNE PUBLIC SCHOOLS
CANDIDATE EVALUATION FORM

Candidate Name: _____ **Position:** _____

Interviewer: _____ Date: _____

Scoring: Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications. The interviewer should give the candidate a numerical rating and write specific job related comments in a timely fashion, based on the following:

5=Exceptional; 4=Above Average; 3=Average; 2=Satisfactory; 1= Unsatisfactory

Educational Background – Does the candidate have the appropriate educational qualifications or training for this position.

Rating: 1 2 3 4 5
Comments:

Prior Work Experience – Has the candidate acquired similar skills or qualifications through past experience.

Rating: 1 2 3 4 5
Comments:

Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5
Comments:

Verbal Communication – How were the candidate's communication skills during the interview (i.e.: body language)

Rating: 1 2 3 4 5
Comments:

Candidate Enthusiasm – How much interest did the candidate show in the position and the company?

Rating: 1 2 3 4 5
Comments:

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Knowledge of District – Did the candidate research the company prior to the interview?

Rating: 1 2 3 4 5

Comments:

Teambuilding/Interpersonal Skills – Did the candidate demonstrate, through their answers, good teambuilding and interpersonal skills?

Rating: 1 2 3 4 5

Comments:

Initiative – Did the candidate demonstrate, through their answers, a high degree of initiative?

Rating: 1 2 3 4 5

Comments:

Time Management – Did the candidate demonstrate, through their answers, good time management skills?

Rating: 1 2 3 4 5

Comments:

Customer Service – Did the candidate demonstrate, through their answers, a high level of customer service skills?

Rating: 1 2 3 4 5

Comments:

Overall Impression and Recommendation – Final comments and recommendations for proceeding with the candidate.

Rating: 1 2 3 4 5

Comments: