

CANDIDATE RATINGS & SUMMARY

Evaluation

CANDIDATE NAME: _____

INTERVIEW DATE: _____

POSITION APPLIED FOR: _____

INTERVIEWER: _____

JOB RATING FACTORS	SCORE	NOTES
Previous Employment		
Job Motivation		
Initiative		
Work Standards		
Planning & Organization		
Sales Knowledge		
Adaptability		
Leadership		
TOTAL SCORE:		MAXIMUM SCORE IS 32
		25-32 - EXCELLENT 17-24 - GOOD 11-16 - FAIR 0-10 - POOR

INTERVIEW ANALYSIS	SCORE	NOTES
Education		
Work Record		
Communication		
Appearance & Personal Contact		
Interest		
Specific Job Experience		
TOTAL SCORE:		MAXIMUM SCORE IS 24
		19-24 - EXCELLENT 13-18 - GOOD 7-12 - FAIR 0-6 - POOR

CANDIDATE SELECTION FORM

Satisfies interviewer requirements? Yes No Explain: _____

Meets minimum experience? Yes No Explain: _____

Disposition (circle):	A	Selected
	B	Less than minimum score
	C	Salary Required
	D	Applicant declined offer
	E	Did not pass required background
	F	Less related experience
	G	Cannot meet work schedule
	O	Other (please explain): _____

