

Assessing a Candidate

Candidate Name: _____ Position: _____

Department: _____ Interview Date: _____

Please complete this form following the candidate's interview. **Do not** fill out in front of the candidate. Rate the candidate in all the categories below, and comment on each section.

	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements	Not Applicable
Essential job functions: Evaluate the candidate's ability to perform the essential functions of this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and experience: How do the candidate's previous knowledge and experience relate to this position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications and analytical capabilities: Evaluate the candidate's verbal ability, judgment, analytical skills, decisiveness, etc., as they relate to the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical capabilities, as they relate to position: Can candidate perform the physical requirements of the job?*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education and skills: Evaluate degrees, professional licenses, certifications, computer knowledge, equipment used, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills: Evaluate the candidate's communication skills, credibility, confidence, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***EMPLOYER SPECIAL NOTE:** Employers may not ask questions which might require an applicant to reveal the applicant's disability, nor may an employer require a medical examination prior to making an offer of employment. However, an employer may ask an applicant whether he or she will be able to perform the actual functions of the job, provided that the same question is posed to all applicants. Your questions to the applicant should elicit information that will allow you to determine whether he or she can perform the essential functions of the job. In some instances a follow-up question of *how* the job will be performed may be appropriate. The inquiry to a disabled applicant should parallel that of questions to a non-disabled applicant. You may, however, ask more pointed questions regarding how the applicant will do the job when the disability is obvious, e.g., a missing limb, or when the employee volunteers information regarding the disability. For more information, please see the ADA Enforcement Guidance on Pre-Employment Disability-Related Questions and Medical Examinations, available online at <http://eeoc.gov/policy/docs/medfin5.pdf>.

Goals and ambition: Does candidate show defined goals, initiative, enthusiasm, self-confidence, adaptability, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Comments: 				
Overall Appraisal: <input type="checkbox"/> Outstanding <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average				
Recommend candidate for position? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason(s): _____ _____ If no, should candidate be considered for future openings? <input type="checkbox"/> Yes <input type="checkbox"/> No For what position(s)? _____ _____				

Interviewer's Signature

Date