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|  |  | **Candidate Evaluation Form** |

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| **Candidate Name:** |  | **Today’s Date:** |  |
| **Position Applying:** |  | **Interview Date:** |  |
| **Interviewer Name:** |  | | |

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|  | **Unacceptable**  **0-1** | **Meets**  **2-3** | **Exceeds**  **4-5** | **Score** |
| **COMMUNICATION SKILLS** | Interrupts; does not make/keep eye contact; does not answer questions clearly/ concisely; unable to volley conversation; does not ask questions | Maintains eye contact; answers questions directly and thoroughly; listens and responds; pauses; responds thoughtfully; speaks in active voice | Exhibits insights; asks pertinent questions; strong vocabulary; uses inflection and expressions; refers to appropriate examples; offers information; incorporates humor and pleasantries |  |
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| **WORK EXPERIENCE** | Not related to our environment | Appropriate and/or transferable; familiar w/industry; career choices consistent | Identical work experience; very familiar w/ industry; may have seen best practices and can offer process improvements |  |
|  | | |
| **TECHNICAL KNOWLEDGE** | Does not meet the skill requirement | Possesses many skills required; learning curve diminished due to high level of familiarity | Exceeds skills requirements; able to be a resource and/or improve current processes by bringing in best practices |  |
|  | | |
| **LEARNING AGILITY** | Unfamiliar with a fast-paced environment that may require self-teaching | Familiar with a fast-paced environment; able to share examples of self-teaching and juggling priorities | Excels in a fast-paced environment; work history demonstrates positions of increasing responsibility |  |
|  | | |
| **OVERALL CULTURE ADD and**  **COMMENTS** |  | | |  |
| **Recommend for hire? ❑ Yes ❑ No TOTAL** | | | |  |

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| --- | --- | --- |
| Interviewer Signature |  | Date |