Applicant Evaluation Form

This **applicant evaluation form** sample for an administrative assistant is designed to streamline the hiring process by assessing candidates' skills, experience, and professionalism. It ensures a consistent and objective review of all applicants. Using this form helps identify the most qualified candidates efficiently.

Applicant Name:

Position Applied For:

Administrative Assistant

Date of Interview:

Criteria	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)
Communication Skills	○	○	○	○	○
Organization & Attention to Detail	○	○	○	○	○
Computer Proficiency	○	○	○	○	○
Customer Service	○	○	○	○	○
Professional Appearance	○	○	○	○	○
Relevant Experience	○	○	○	○	○
Teamwork & Collaboration	○	○	○	○	○

Strengths Observed:

Areas for Improvement:

Overall Comments:

Recommendation:

Select ▼

Submit Evaluation