Applicant Evaluation Form

The **applicant evaluation form sample with scoring criteria** provides a structured method for assessing candidates' qualifications and skills objectively. It includes clearly defined scoring guidelines to ensure consistency and fairness throughout the hiring process. This form helps streamline decision-making by quantifying candidate performance in key areas.

Applicant Information

Name: [ ]

Position Applied For: [ ]

Date: [ ]

Scoring Key

- 1 - Poor
- 2 - Fair
- 3 - Good
- 4 - Very Good
- 5 - Excellent

Evaluation Criteria

Criteria	Description	Score (1-5)	Comments
Education & Qualifications	Appropriate level of education and relevant certifications.	[ ]	[ ]
Relevant Experience	Experience relevant to the position and industry.	[ ]	[ ]
Technical Skills	Demonstrated technical abilities and job-related skills.	[ ]	[ ]
Communication Skills	Clarity, conciseness, and professionalism in oral and written communication.	[ ]	[ ]
Problem-Solving Ability	Analytical, reasoning, and critical thinking skills.	[ ]	[ ]
Interpersonal Skills	Ability to work in teams, adaptability, and relationship building.	[ ]	[ ]
Initiative & Motivation	Self-motivation, willingness to learn, and proactive approach.	[ ]	[ ]

Overall Recommendation

○ Strong Yes ○ Yes ○ Neutral ○ No

Additional Comments:

[ ]

[Submit Evaluation]