

Applicant Evaluation Form

Name of Applicant: _____ Date: _____

Interviewer Name: _____

Position: _____ Program: _____

Using a 3 point scale where 3 means Excellent, 2 means Meets Requirements of Position, and 1 means Does Not Meet Requirements, please rate the applicant on the following attributes.

Appearance *	1	2	3	NA
Flexibility/Availability	1	2	3	NA
Work History	1	2	3	NA
Direct Answers	1	2	3	NA
Writing Ability	1	2	3	NA
Related Experience	1	2	3	NA
Warmly Greets Individual <i>(If 2nd Interview)</i>	1	2	3	NA
Overall Ranking	1	2	3	NA

*(*Clothing is free from wrinkles, holes, and frayed edges, hair is neat and clean, good personal hygiene {free of offensive odors, clean fingernails, personal hygiene consistent with care we would expect consumers to receive}, tattoos and facial piercings are covered.)*

Comments: _____

Interviewer Note: All ratings of 1 or 3 should have comments to support rating.

An overall ranking of 1 will make this applicant ineligible for hire. Any two ratings of 1 on any of the preceding attributes will make the applicant ineligible for hire. If applicant is considered for hire but received any rating of 1 the supervisor must address this before hiring.

Supervisor write shifts and days discussed here:

Client Reaction and Responses:

Do you like this person? Yes No

Do you want them to work with you? Yes No

Comments: _____
