

# CANDIDATE EVALUATION SHEET

Candidate's Name: \_\_\_\_\_

Please give us your feedback, keeping in mind the requirements of the position for which they are being considered. Use the reverse side for comments not covered by these items.

1. I have personally met the candidate.

Basis for evaluation comments:

\_\_\_\_\_ open meeting \_\_\_\_\_ small group \_\_\_\_\_ other

2. Please list the apparent strengths of this candidate.

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3. Please list the apparent weaknesses of this candidate.

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4. Please describe your overall reaction to the candidate.

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**PLEASE RETURN THIS EVALUATION SHEET TO A MEMBER OF THE SEARCH COMMITTEE AS SOON AS POSSIBLE, BUT AT LEAST WITHIN THE WEEK FOLLOWING THE VISIT. (List committee member names and departments)**

# Evaluation Worksheet

In reviewing applications, be sure to rate all candidates fairly. Skills should be taken directly from the job posting/minimum qualification. Keep in mind that questions and decisions must be based on job related factors. This evaluation worksheet will become a part of the reviewable records file

Candidate's Name:

Title:

Salary Grade:

Qualification/Skill	Very Good	Good	Fair	Poor	Comments

Strengths:	Weaknesses:
1.	1.
2.	2.
3.	3.