



Candidate Evaluation Form

Applicant Name:	Position:
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Please use this form as a guide to evaluate the applicant’s qualifications for employment. Check the appropriate numeric value corresponding to the applicant’s level of qualification and provide appropriate comments in the space below.

Rating Scale:	5. Outstanding 4. Excellent-exceeds requirements 3. Competent—acceptable proficiency	2. Below Average—Does not meet requirements 1. Unacceptable
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	Rating				
	5	4	3	2	1

Personal Characteristics: Job related characteristics observed during the interview, such as communication skills, alertness, poise, maturity etc.					
Job Interest: Applicant’s demonstrated interest in this type of position or in activities related to the position.					
Presentation Skills: Overall assessment of candidate’s presentation for organization and stand-up /facilitation skills.					
Candidate’s Understanding of the Position: Assess candidate’s knowledge of the position and its requirements.					
Educational Training/Training/Relevant Background/Special Skill Set: Explore the candidate’s knowledge and past working experiences relevant to this position.					
Professional Impression: Consider self-confidence, maturity, and presence to assess the candidate’s level of professionalism.					
Technical Competence: Assess evidence of applicant’s competence in or aptitude for the type of work under consideration.					
Work History: Describe aspects of the applicant’s work history or experience relevant to the position responsibilities or job related characteristics.					
Motivation/Initiative: Analyze applicant’s ability to think and act independently, and goal orientation. Why does this person want to work at the ONC BOCES?					
Interpersonal/Communication Skills: Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and customer orientation.					
Flexibility: Assess candidate’s responsiveness to change, tolerance for ambiguity.					
Organizational Fit: Review the candidates’ potential to fit the unique ONC BOCES organization and culture.					
Overall Evaluation: Please add appropriate comments below:					

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Comments/Summary (Please summarize your perceptions of the candidate's strengths and any concerns that should be considered:

Recommendation:

- Hire
- Recommend interview for other position within ONC BOCES:
- Possible Interest
- Reject

Date: