**Candidate Evaluation Checklist**

Candidate Information

Name:

Position Applied For:

Date of Interview:

Interviewer(s):

**Evaluation Criteria**

**1. Relevant Experience**

Does the candidate have experience that aligns with the role?

☐ Extensive experience

☐ Sufficient experience

☐ Minimal experience

☐ No relevant experience

**2. Technical Skills**

Does the candidate possess the necessary technical skills for the position?

☐ Exceeds requirements

☐ Meets requirements

☐ Needs improvement

☐ Lacks key skills

**3. Problem-Solving Ability**

How well did the candidate demonstrate critical thinking and problem-solving skills?

☐ Exceptional

☐ Strong

☐ Average

☐ Below average

**4. Communication Skills**

Did the candidate communicate clearly and effectively?

☐ Excellent communicator

☐ Good communicator

☐ Needs improvement

☐ Struggled with communication

**5. Cultural Fit**

Does the candidate align with the company’s values and team culture?

☐ Strong cultural fit

☐ Good fit

☐ Potential concerns

☐ Not a good fit

**6. Teamwork & Collaboration**

How well did the candidate discuss past experiences working in teams or collaborating with others?

☐ Demonstrated strong teamwork skills

☐ Sufficient teamwork skills

☐ Minimal examples provided

☐ Lacks evidence of collaboration

**7. Adaptability**

Can the candidate adapt to new challenges, technologies, or changing environments?

☐ Highly adaptable

☐ Moderately adaptable

☐ Limited adaptability

☐ Not adaptable

**8. Leadership Potential (if applicable)**

Does the candidate exhibit leadership qualities or have the potential to take on leadership roles?

☐ Strong leadership potential

☐ Moderate leadership potential

☐ Minimal leadership potential

☐ Not applicable

**9. Motivation & Enthusiasm**

How motivated and enthusiastic did the candidate appear about the role and company?

☐ Highly motivated

☐ Moderately motivated

☐ Somewhat motivated

☐ Lacked enthusiasm

**10. Salary Expectations**

Are the candidate’s salary expectations aligned with the company’s budget?

☐ Within Budget

☐ Slightly above budget

☐ Well above budget

**Overall Evaluation**

Strengths:

Areas for Improvement:

Final Recommendation:

☐ Strongly recommend

☐ Recommend

☐ Recommend with reservations

☐ Do not recommend