**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