

# Candidate Evaluation Form

[Candidate name]

Position:

Interviewer:

Date:

## Evaluation Criteria:

### Communication Skills

- Clarity:** [ability to convey information clearly and concisely]
- Listening skills:** [capacity to listen to others, understand their perspectives, and respond appropriately]
- Engagement:** [ability to engage the listener by being expressive and enthusiastic]
- Adaptability:** [capacity to adjust communication styles based off the audience]
- Empathy:** [ability to understand and consider others feelings and perspectives]
- Feedback reception:** [willingness to accept feedback and make necessary adjustments]

### Relevant Experience

- Relevance to the position:** [candidate's previous roles align with the requirements of the position]
- Depth/duration of experience:** [level of expertise the candidate has acquired in the field or industry]
- Scope of responsibilities:** [range of tasks or projects the candidate has been involved in]
- Achievements and results:** [candidates track record of accomplishments; exceeding targets, solving complex problems, driving significant business outcomes, etc.]

### Problem-Solving Ability

- Analytical Skills:** [ability to analyze complex information, identify patterns, and understand the underlying causes of the problem]
- Creativity:** [capacity to think creatively and generate innovative solutions to problems, considering different perspectives and approaches]
- Resourcefulness:** [ability to effectively utilize available resources, such as information, tools, and expertise to solve problems efficiently]

### Teamwork and Collaboration

- Respect for others:** [respect and appreciate diverse backgrounds and opinions]
- Conflict resolution:** [ability to address or solve conflicts in a constructive manner]
- Reliability:** [ability to fulfill commitments, consistency delivering high quality work]

## Comments: