Instructions for Completing Applicant Appraisal Form

California State University, Los Angeles Human Resources Management

It is required that all applicants be evaluated based on established job related criteria necessary to perform the duties of the position. Upon completion of interviews, the interviewer must complete the Applicant Appraisal Form, contrasting and comparing all qualified selected candidates for interview, noting applicants that withdrew from the position or who did not respond to calls.

The following information is required. Please refer to the attached sample to assist you when completing the Applicant Appraisal.

1. Type **Department, Classification and Requisition #.**

2. List **Job-Related Selection Criteria** (Refer to vacancy announcement and position description.)

3. List **Applicants' names, ratings and dates of interview without ranking.**

4. Upon completion of interviews, the interviewer must complete the Applicant Appraisal Form; contrasting and comparing **all qualified selected candidates** for interview. These comments should clearly indicate why the selected candidate is the best qualified based upon experience, skills, and knowledge. **If there are qualified employees in the applicant pool, you must state reason(s) for not selecting the employee(s) for interview.**

5. Indicate Name of **Selected Candidate**, please sign and date the Applicant Appraisal Form and return to the recruiter in HRM.

If any of these sections are incomplete or inaccurate, the recruiter will return the form for revision.