APPLICANT APPRAISAL

(SAMPLE)

Human Resources Management

Department	Classification	Req #

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 the 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.

JOB-RELATED SELECTION CRITERIA: (Refer to job announcement and description.)

1. Equivalent to four years of progressively responsible administrative experience.
2. Strong communication skills.
3. Strong organizational, analytical, problem solving and customer service skills.
4. Ability to work independently, evaluate and set priorities.
5. Extensive knowledge of applications such as MS Office, spreadsheets, graphics and database management systems.

INTERVIEWS CONDUCTED		RATING		
		UNACCEPTABLE	ACCEPTABLE/ MEETS CRITERIA	EXCEEDS CRITERIA
Date: 9/17/2001	Name: Applicant A (Substitute Name)	☐	☐	☑
Comments: Strong communication and customer service skills.				
Date: 9/17/2001	Name: Applicant B (Substitute Name)	☐	☑	☐
Comments: Strong customer service skills.				
Date: 9/17/2001	Name: Applicant C (Substitute Name)	☐	☐	☑
Comments: Strong customer service and computer skills.				
Date: 9/17/2001	Name: Applicant D (Substitute Name)	☑	☐	☐
Comments:				
Date: 9/17/2001	Name: Applicant E (Substitute Name)	☐	☑	☐
Comments:				

REASON FOR SELECTION: Compare and contrast all candidates, based upon information gained during the interview. These comments should clearly indicate why the selected candidate is the best qualified based upon skills and knowledge.

The total applicant pool for the_____ (classification) consisted of 45 candidates. Of a pool of 45, five candidates were selected for interview using the above criteria. All five individuals possessed the above criteria. One selected candidate for interview withdrew his/her application because he/she found another job (Applicant D). Of the four candidates interviewed, (Applicant C) and (Applicant A) were the strongest candidates as it relates to their communication, customer service, analytical and problem solving experience. These two individuals were better able to articulate their strong organizational, analytical, problem solving and customer service skills and had extensive knowledge of applications such as MS Office, spreadsheets, graphics and database management systems.

However, (Applicant C) possesses the strongest computer and customer service skills. Therefore, I'm recommending (Applicant C) for the position.

Name of **Selected Candidate:**	Signature of Interviewer(s):
Applicant C	_____ Date: _____
	_____ Date: _____