Candidate Evaluation Form

Complete one form per finalist after all interviews and assessments are finished and every interviewer has submitted a scorecard. The recruiter fills in sections 1 to 4 from the submitted records; the hiring manager completes sections 5 and 6 at or right after the debrief. Base every rating and comment on job-related evidence only.

1. CANDIDATE AND REQUISITION

Candidate name

Candidate ID

Position title

Requisition number

Department / site

Hiring manager

Recruiter

Source of candidate

☐ Job board ☐ Career site ☐ Employee referral ☐ Agency ☐ Internal applicant ☐ Rehire
☐ Sourced / outreach ☐ Job fair ☐ Other

Date of final interview

2. MINIMUM QUALIFICATIONS AND MUST-HAVES

Meets posted minimum qualifications

☐ Yes ☐ No

Required license / certification verified: [name it]

☐ Verified ☐ Pending ☐ Not met ☐ Not applicable

Available for required schedule / shift: [describe]

☐ Confirmed ☐ Not confirmed

Work location / travel requirement accepted

☐ Confirmed ☐ Not confirmed ☐ Not applicable

Pay range discussed and within budget

☐ Yes ☐ Above range: needs approval ☐ Not discussed

Notes on any must-have not confirmed

3. COMPETENCY RATINGS ROLLED UP FROM INTERVIEW SCORECARDS

Copy each interviewer's rating from their submitted scorecard. Use the same scale the scorecards used (4 = strong evidence, 3 = meets the bar, 2 = partial evidence, 1 = no or contrary evidence). Average only the interviewers who actually assessed that competency, then multiply by the weight agreed before interviews began.

COMPETENCY TABLE

Competency A: [name] | Weight [__]% | Interviewer ratings [__, __, __] | Average [__] | Weighted [__]

Competency B: [name] | Weight [__]% | Interviewer ratings [__, __, __] | Average [__] | Weighted [__]

Competency C: [name] | Weight [__]% | Interviewer ratings [__, __, __] | Average [__] | Weighted [__]

Competency D: [name] | Weight [__]% | Interviewer ratings [__, __, __] | Average [__] | Weighted [__]

Competency E: [name] | Weight [__]% | Interviewer ratings [__, __, __] | Average [__] | Weighted [__]

Total weighted interview score (sum of weighted column / 100)

Any competency where interviewers differ by 2 or more points

4. ASSESSMENTS AND CHECKS

Skills assessment / work sample: name and score

Passing threshold for this assessment

Assessment result

☐ Above threshold ☐ At threshold ☐ Below threshold ☐ Not required

References completed (number)

Reference summary: themes confirmed or contradicted

Background check status (post-offer only, if applicable)

☐ Not yet started ☐ In progress ☐ Cleared ☐ Under individualized review ☐ Not applicable

5. OVERALL EVALUATION

Top strengths, with the evidence behind them

Main concerns, with the evidence behind them

Dissenting view from any interviewer, and how it was resolved

Development needs in the first 90 days if hired

Ranking among finalists for this requisition

6. DECISION AND SIGN-OFF

Decision

☐ Extend offer ☐ Hold as backup / silver medalist ☐ Do not hire

☐ Consider for a different role: [title]

Job-related reason for the decision

Proposed start date

Proposed pay rate / salary

☐ I confirm this decision is based on job-related criteria applied consistently to all finalists

Hiring manager signature

Date

Date

Recruiter signature

Date

Date

Approver signature (if pay is above range or role requires second approval)

Date