

APPLICANT ASSESSMENT SHEET

Applicant name _____ Position _____
 Interview date _____ Interviewer name _____

	Good	Fair	Poor
RESUME AND APPLICATION REVIEW			
Resume, work record, and education satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possesses required education, license, certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuing education to develop job skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work and salary history consistent; gaps explained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reasons for leaving former jobs appear logical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient relevant work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References provided with telephone numbers (if not, request at interview)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERVIEW			
Applicant on time; appropriate appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sincere and straightforward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded to interview questions well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided examples of previous work success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills appropriate for the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of collaborative teamwork, relationship building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate internal and external customer orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer knowledge adequate to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explained why s/he wants to work for AU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other job skills and competencies from job description			
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERVIEWER RESPONSE			
Applicant asked good questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant was able to provide examples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye contact and professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>