

**Centenary College
Human Resources Department**

Applicant Appraisal Form

Applicant _____
Position Title _____
Department _____

Interview Guidelines: Please rate the candidate based on suitability for the position for which s/he has applied. To assist you in evaluating the candidate, seven traits are suggested. These are not intended to be all-inclusive, rather they are offered as a tool to assist you in the selection process. Using your professional judgment, assign a rating for each trait that is reflective of the candidate's suitability for the above stated position and place your rating in the rating column. You may use the total rating score as a general guide to compare candidates.

Rating Scale				
5	4	3	2	1
Outstanding		Acceptable		Unsatisfactory
Trait			Rating	Comments
SKILLS/JOB RELATED EXPERIENCE: Consider the candidate's RELEVANT level of skills & experience as it relates to job requirements. Observe: Knowledge of requirements, depth of experience, competency displayed, confidence in responses.				
EDUCATION: Consider educational REQUIREMENTS of position. Does candidate possess required education? ANY educational credits? Is s/he considering further education? Exceeds education requirements?				
DEMONSTRATES EFFECTIVE COMMUNICATION SKILLS: Consider the candidate's choice of words, sentences, phrases, use of slang. Observe: Use of correct grammar, use of slang, hesitations, repeats needlessly, use of technical terms, logical presentation, coherence of thoughts.				
QUALITY CUSTOMER SERVICE SKILLS: Does candidate demonstrate quality customer service skills? Observe: What is candidate's philosophy regarding quality customer service? Are responses genuine? Can candidate identify customers in previous positions, including internal customers and provide examples of quality customer service?				
SELF-CONFIDENCE: Consider candidate's demeanor. Appears poised & relaxed? Confident about goals? Is candidate nervous or ill at ease? Appears uncertain or hesitant about self or ideas expressed. Observe: Poise, confidence, embarrassment, tension, hesitation, timidity, over-confidence				
APPEARANCE: Consider candidate's personal appearance, bearing in mind the requirements of the position. Does candidate project professional appearance as a representative of Centenary College? Observe: Dress, neatness, posture, sitting position, facial expressions, mannerisms, gum chewing.				
SUITABILITY FOR THIS POSITION: Consider whether candidate is likely to succeed in this position. Replies readily to questions asked? Expresses original ideas? Statements are convincing & appropriate? Evidence of leadership? Speaks out voluntarily at proper time? Observe: Alertness, responsiveness, tact, cooperation, enthusiasm.				
Total Rating:				
For Additional Comments Use Reverse				