Use this form to rate the applicant in each category listed. Study the job description and this form before interviewing and evaluating the job applicant. First, weigh the value of each category to the job being applied for, then circle the applicant’s ability rating in each category based on their responses to your interview questions. Use the “Notes” section in each category to support the ability rating you give to the applicant. Multiply the two scores to get the total for each category. Add the category totals to reach the applicant’s total score. Be sure to use the same value ratings for each applicant applying for the job.

|  |
| --- |
| Value factor ratings |
| **1**=No value to the job | **2**=Minimal Value | **3**=Average value | **4**=Very important | **5**=Most important |
| Applicant’s ability ratings  |
| **1**=Unsatisfactory | **2**=Barely satisfactory | **3**=Satisfactory | **4**=Above average | **5**=Outstanding |

**Skills and Knowledge:**

The extent to which the applicant possesses the practical/technical knowledge required by the position. Makes an effort to constantly improve themselves.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Value Factor: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | Total |  |
| Applicant’s Ability: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | X Total |  |
|  | CATEGORY TOTAL (Value X Ability): |  |

Notes:

**Responsibility:**

The extent to which the applicant has demonstrated integrity and responsibility in the workplace and community.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Value Factor: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | Total |  |
| Applicant’s Ability: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | X Total |  |
|  | CATEGORY TOTAL (Value X Ability): |  |

Notes:

**Communication:**

The extent to which the applicant has demonstrated effective oral or written communication skills. Ability to listen well and work as a team member.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Value Factor: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | Total |  |
| Applicant’s Ability: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | X Total |  |
|  | CATEGORY TOTAL (Value X Ability): |  |

Notes:

**Initiative:**

The extent to which the applicant has the potential to work independently or with minimal supervision. Self-starter who seeks out opportunities.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Value Factor: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | Total |  |
| Applicant’s Ability: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | X Total |  |
|  | CATEGORY TOTAL (Value X Ability): |  |

Notes:

**Motivation:**

The extent to which the applicant demonstrates being self-motivated and goal-oriented.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Value Factor: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | Total |  |
| Applicant’s Ability: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | X Total |  |
|  | CATEGORY TOTAL (Value X Ability): |  |

Notes:

**Flexibility:**

Ability of the applicant to “roll with the punches,” accept diverse assignments, and manage change.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Value Factor: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | Total |  |
| Applicant’s Ability: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | X Total |  |
|  | CATEGORY TOTAL (Value X Ability): |  |

Notes:

**Creativity:**

The extent to which the applicant demonstrates creativity (problem solving, suggestions, innovation, etc.).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Value Factor: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | Total |  |
| Applicant’s Ability: | (*Lowest*) | 1 | 2 | 3 | 4 | 5 | (*Highest*) | X Total |  |
|  | CATEGORY TOTAL (Value X Ability): |  |
|  | TOTAL VALUE POTENTIAL (Sum of All Category Totals): |  |

Notes:

Applicant’s name:

Interview date:

Reviewer’s name:

Additional comments: