

SELECTION EVALUATION FORM

Date: _____

Position: Project Management Apprentice

Candidate Name: _____

Interviewer Name: _____

The Selection Evaluation Form provides a format to use to review the candidate’s experience and knowledge in order to evaluate the candidate’s ability to perform the role.

Greetings

- Introduce your team and meet the candidate
- Provide overview of the company

Interview Overview

Explain the purpose of the interview, outlining that you will:

- Briefly review the candidate’s education and work history
- Ask questions to get specific information about the candidate’s experiences and knowledge
- Review the position and clarify any questions

Evaluation

The interviewer(s) should complete the evaluation form for each candidate.

DESCRIPTION	RATING
Far exceeds expectations	5
Exceeds expectations	4
Meets expectations	3
Meets some expectations	2
Does not meet expectations	1

CRITERIA & COMMENTS	RATING
<p>RELEVANT EXPERIENCE: Has the candidate acquired and used the necessary job skills in previous work experiences? Does the candidate’s previous work experience match the skills needed for this job?</p> <p>COMMENTS:</p>	
<p>EDUCATIONAL BACKGROUND: Does the candidate have the relevant education or training for this job? Does the candidate have required certifications or licenses to legally be able to perform the job?</p> <p>COMMENTS:</p>	
<p>STRENGTH OF SPECIFIC SKILLS REQUIRED IN ROLE: Does the candidate have the required technical skills for the job?</p> <p>COMMENTS:</p>	
<p>COMMUNICATION SKILLS: Does the candidate have effective communication skills?</p> <p>COMMENTS:</p>	

<p>MATCH TO COMPANY VALUES AND CULTURE: How does the candidate describe the working environment that best fits him/her? What were the circumstances of past successes? What types of working conditions does the candidate find challenging?</p> <p>COMMENTS:</p>	
<p>INTERPERSONAL SKILLS / ABILITY TO WORK WITH OTHERS: Considering the applicant’s personality style and temperament, will the applicant be compatible on team assignments with other employees? Will the candidate be able to develop a working rapport with other employees?</p> <p>COMMENTS:</p>	
<p>INITIATIVE: Did the candidate show instances of taking individual initiative to solve problems?</p> <p>COMMENTS:</p>	
<p>CUSTOMER / CLIENT FOCUS: Did you get the impression that the candidate places a high value on providing quality customer service?</p> <p>COMMENTS:</p>	

ADDITIONAL COMMENTS