

DOÑA ANA COUNTY HEAD START JOB CANDIDATE EVALUATION FORM

Position: _____ **Interviewer Name:** _____

Candidate Name: _____ **Interview Date:** _____

Based on the interview, please evaluate the candidate's qualifications for the position listed above. In each section, space is provided to write additional job specific comments. If one of the questions does not apply to the position, please write N/A in the comment section.

Education / Training
The candidate has the necessary education and/or training required by the position.
<input type="checkbox"/> Exceeds requirements <input type="checkbox"/> Meets requirements <input type="checkbox"/> Needs a little more training <input type="checkbox"/> Doesn't meet requirements
Comments: _____

Work Experience
The candidate has prior work experience that is related to the position.
<input type="checkbox"/> Extensive experience <input type="checkbox"/> Meets requirements <input type="checkbox"/> Not related but transferable skills <input type="checkbox"/> No prior experience
Comments: _____

Skills (Technical)
The candidate demonstrated to your satisfaction that he/she had the necessary technical skills to perform the job.
<input type="checkbox"/> Exceeds requirements <input type="checkbox"/> Meets requirements <input type="checkbox"/> Needs a little more training <input type="checkbox"/> Doesn't meet requirements
Comments: _____

Supervising Others
The candidate demonstrated to your satisfaction that he/she had the necessary experience in supervising others to perform the job.
<input type="checkbox"/> Exceeds requirements <input type="checkbox"/> Meets requirements <input type="checkbox"/> Needs a little more training <input type="checkbox"/> Doesn't meet requirements
Comments: _____

Leadership Skills
The candidate demonstrated to your satisfaction that he/she had the necessary leadership skills to perform the job.
<input type="checkbox"/> Exceeds requirements <input type="checkbox"/> Meets requirements <input type="checkbox"/> Needs a little more training <input type="checkbox"/> Doesn't meet requirements
Comments: _____

Interpersonal Skills
Communication: articulated ideas clearly both written and orally.
<input type="checkbox"/> Exceeds requirements <input type="checkbox"/> Meets requirements <input type="checkbox"/> Needs a little more training <input type="checkbox"/> Doesn't meet requirements
Comments: _____

Teamwork
Demonstrated the ability to work well in a team and with superiors, peers, and reporting staff.
<input type="checkbox"/> Exceeds requirements
<input type="checkbox"/> Meets requirements
<input type="checkbox"/> Needs a little more training
<input type="checkbox"/> Doesn't meet requirements
Comments: _____

Time Management
Demonstrated the ability to manage time independently and work efficiently.
<input type="checkbox"/> Exceeds requirements
<input type="checkbox"/> Meets requirements
<input type="checkbox"/> Needs a little more training
<input type="checkbox"/> Doesn't meet requirements
Comments: _____

Customer Service
Demonstrated the ability to be customer focused.
<input type="checkbox"/> Exceeds requirements
<input type="checkbox"/> Meets requirements
<input type="checkbox"/> Needs a little more training
<input type="checkbox"/> Doesn't meet requirements
Comments: _____

Motivation for the Job
The candidate expressed interest and excitement about the job.
<input type="checkbox"/> Exceeds requirements
<input type="checkbox"/> Meets requirements
<input type="checkbox"/> Needs a little more training
<input type="checkbox"/> Doesn't meet requirements
Comments: _____

Problem Solving
Demonstrated the ability to design innovative solutions and solve problems.
<input type="checkbox"/> Exceeds requirements
<input type="checkbox"/> Meets requirements
<input type="checkbox"/> Needs a little more training
<input type="checkbox"/> Doesn't meet requirements
Comments: _____

Skill Needed
Demonstrated the ability to:
<input type="checkbox"/> Exceeds requirements
<input type="checkbox"/> Meets requirements
<input type="checkbox"/> Needs a little more training
<input type="checkbox"/> Doesn't meet requirements
Comments: _____

Overall Recommendation

Highly Recommend Recommend Need Clarification of Qualifications Do Not Recommend

Comments: _____
