

Candidate Evaluation Form

Sample Ranking System

Ranking categories should be developed by the search committee and should closely reflect the required and preferred qualifications listed in the job vacancy announcement.

Search Title: _____

Candidate Name _____

Rating: 1=Poor 3=Average 5=Excellent

	1	2	3	4	5
Education Level (as stated on Job Posting)					
Appropriate Work Experience, i.e. experience or as stated on Job Posting					
Knowledge of Specialization, i.e. knowledge of terminology & new technology					
Ability to Perform the Job (combination of education and experience)					
Written Communication Skills, (can use the Cover letter, resume & other writing samples)					
Innovations and/or Other Experience, i.e. Training attended or the training of others					
Awareness of Working with a Diverse Population					
Membership in Professional Organizations					
Philosophical View of the Work Area					

Notes: _____
