

Hiring Manager Candidate Evaluation Form

This document provides a structured evaluation form for hiring managers to assess candidates. It includes sections for application material assessment, qualification analysis (technical and soft skills), interviewer feedback, decision-making considerations, and next steps. The goal is to ensure a consistent and objective evaluation process, leading to well-informed hiring decisions.

Application Materials Assessment

This section assesses the quality of the candidate's application materials, including their CV and cover letter. It provides a structured way to rate the candidate on key criteria.

Criterion	Rating (1-5)	Notes
CV Clarity and Structure		
Relevant Experience		
Technical Skills Match		
Cover Letter Quality		
Overall Application Quality		

Use the rating scale provided in the Evaluation Guidelines section to provide a rating for each criteria. Be sure to add clear and actionable notes to justify your rating.

Qualification Analysis

This section dives into the candidate's qualifications, assessing both technical requirements and soft skills.

Technical Requirements

List the top 5 technical requirements for this position and evaluate the candidate on each:

Requirement	Met? (Y/N/Partial)	Evidence
1.		
2.		
3.		
4.		
5.		

Soft Skills

List the top 3 soft skills needed for this position:

Skill/Attribute	Evidence Present?	Notes
1.		
2.		
3.		

Interviewer Feedback Summary

Summarize feedback from interviewer(s) if available:

Interviewer	Overall Rating	Key Points
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Gather feedback from all interviewers involved in the hiring process and summarize their overall rating and key points.

Decision Making

This section outlines the strengths, areas of concern, and important questions to address in an interview before making a final decision.

Strengths

Highlight the candidate's key strengths based on their application materials, skills, and experience. Provide specific examples to support your claims.

Areas of Concern

Identify any areas of concern regarding the candidate's qualifications, experience, or skills. Explain why these areas are potential issues and how they might impact the candidate's performance.

Questions to Address in Interview

List specific questions to ask the candidate during the interview to clarify any uncertainties or concerns identified in the previous sections. These questions should be designed to gather more information about the candidate's skills, experience, and suitability for the role.

Final Decision and Next Steps

This section documents the final decision made regarding the candidate and outlines the next steps to be taken.

Final Decision

- Advance to Interview
- Hold for Further Review
- Reject

Decision Justification

Provide a brief justification for your decision (2-3 sentences):

Next Steps

- Schedule interview
- Request additional information
- Send rejection letter
- Other:

Additional Notes

Use this section to record any additional notes or observations about the candidate that were not covered in the previous sections. This could include information gathered from reference checks, networking, or other sources.

Evaluation Guidelines

These guidelines provide a framework for evaluating candidates and making informed hiring decisions.

Rating Scale:

1 = Significantly below requirements 2 = Somewhat below requirements 3 = Meets basic requirements 4 = Exceeds requirements 5 = Exceptional, significantly exceeds requirements

Decision Making Guidance:

- Consider team composition and how this candidate complements existing skills
- Evaluate potential for growth in addition to current capabilities
- Balance technical skills with communication abilities
- Consider project-specific needs alongside long-term team requirements