Candidate Evaluation

| **Candidate** | **Position** | **Interviewer/Evaluator:** |
| --- | --- | --- |
| Candidate’s Name | Position Title | Interviewer’s Name |

# Candidate Evaluation Instructions:

Using the rating scales below, please measure the candidate’s ability to demonstrate the identified competencies or skills associated with the job and overall impression by selecting the appropriate rating using the drop-down options.

Upon completion, please provide your feedback to the hiring manager or [HR recruiter](https://www.cmu.edu/hr/teams/index.html).

## Competency/Skill Rating Scale:

The scale captures various ability levels and organizes them into four broad categories from “Failed to Demonstrate” to “Strongly Demonstrated.”

**Note**: A rating of “Failed to Demonstrate” in any competency does not necessarily mean that the rater believes the candidate would not succeed in the position.

Please review the [Core Competencies and Behavioral Interview Questions Guide [pdf]](https://www.cmu.edu/hr/assets/recruiting/behavioral-competencies-questions.pdf) for a listing of competency/skill definitions.

| **Rating** | **Definition** |
| --- | --- |
| **Strongly Demonstrated** | The candidate demonstrated an expert level of knowledge, experience, and/or skills in this area.  The candidate’s response contained many, if not all, of the target behaviors related to this competency, demonstrating practical and applied awareness, knowledge, and experience.  The responses indicate well-developed skills and experience for this competency. |
| **Successfully Demonstrated** | The candidate has a very solid skill set and demonstrated a level of knowledge, experience and/or skills in this area. Would be capable and able to manage most items in this competency with little to no additional training needed. |
| **Fairly Demonstrated** | The candidate’s response covered some of the target behaviors related to this competency, demonstrating fundamental awareness and basic knowledge. Would require some additional guidance, exposure, or training. |
| **Failed to Demonstrate** | The candidate demonstrated little to no experience in this area.  The candidate’s responses contained very few examples of target behaviors. The responses provided did not supply enough information to successfully demonstrate the skills and experience associated with this competency. |

## Competency/Skill Rating Table:

| **Competency/Skill** | **Rating** |
| --- | --- |
| **Click or tap here to enter text.** | Choose an item. |
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| **Click or tap here to enter text.** | Choose an item. |

## Overall Impression Rating Scale:

Using the rating scale below, please measure the candidate’s overall ability to be successful in the role.

| **Rating** | **Definition** |
| --- | --- |
| **Positive** | The candidate possesses all the necessary skills and experience to perform in this role successfully. Would recommend candidate be considered further/for hire. |
| **Good** | The candidate has many of the skills and experience needed to be successful in the role. May need some additional training and skill development in some areas. |
| **Acceptable** | The candidate does not have all of the necessary skills and experience to perform the job. With some additional training and skill development, has potential. |
| **Not Acceptable** | The candidate does not possess the skills or experience necessary to succeed in this role. |

## Overall, how would you rate the candidate’s ability to be successful in this role?

Choose an item.

## (Optional) Notes/Summary/Observable Behaviors:

Click or tap here to enter text.

## (Optional) Candidate may also be considered for the following position(s):

Click or tap here to enter text.