

CO-EMPLOYEE APPLICANT APPRAISAL FORM

The purpose of this form is to help you communicate your impression of a recent job applicant. Please review the job description and applicant resume before your interview with them. You should consider drafting some questions in advance of the interview. Limit your questions to job related issues so you can be prepared to answer the questions on this form. The interview should last no more than 30 minutes.

Be sure to fill out the form immediately after your interview, but please save your final ratings until after all applicants have been interviewed.

1. What is your impression of the applicant's *job skills and knowledge*?

2. Do you think the applicant can be a *valuable asset* to this company? Please explain.

3. What do you think about this applicant's *communication* skills?

4. How well do you feel this applicant will be able to *work with your current department or team*?

5. Do you know anyone *better qualified* for this job?

6. Please give your overall *rating* to this applicant, on a scale from 1 to 5, with 1 being lowest, and 5 being highest:

1 2 3 4 5

Complete the following after interviewing all applicants:

7. What is your *overall ranking* of this applicant, as compared to the other applicants for this position that you have interviewed?

OUT OF

Appraiser's Name: _____

Title: _____

Signature: _____

Date: _____