

# APPLICANT APPRAISAL FORM

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Please use this form to rate the applicant in each category listed. Study the job description and this form before interviewing & appraising the job applicant. First you are asked to weigh the value of each category to the job being applied for, then circle the applicant's ability rating in each category. Multiply the two scores to get the total for each category. Add the category totals to reach the applicant's total score. Be sure to use the same value ratings for each applicant applying for the job.

## VALUE FACTOR RATINGS

1=No value to the job    2=Minimal Value    3=Average value    4=Very important    5=Most important

## APPLICANT'S ABILITY RATINGS

1=Unsatisfactory    2=Barely satisfactory    3=Satisfactory    4=Above average    5=Outstanding

### SKILLS & KNOWLEDGE:

*The extent to which the applicant possesses the practical/technical knowledge required by the position. Makes effort to constantly improve themselves.*

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

### RESPONSIBILITY:

*The extent to which the applicant has demonstrated integrity and responsibility in the workplace & community.*

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

### COMMUNICATION:

*The extent to which the applicant has demonstrates oral or written communication skills. Ability to listen well and work as a team member. Pleasant personality.*

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

### INITIATIVE:

*The extent to which the applicant has the potential to work independently or with minimal supervision. Self-starter who seeks out opportunities.*

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

**COMMITMENT:**

*How committed is the applicant? (i.e. number of jobs in the past 10 years, length of time at last jobs, reasons for leaving)*

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

**MOTIVATION:**

*How motivated is the applicant? Are they goal oriented? Will they work hard for our company?*

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

**FLEXIBILITY:**

*Ability of the applicant to "roll with the punches", accept diverse assignments, and manage change.*

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

**CREATIVITY:**

*How creative is the applicant? (problem solving, suggestions, innovation, etc.)*

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

TOTAL VALUE POTENTIAL (Sum of All Category Totals):

Applicant's Name: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer's Comments: \_\_\_\_\_

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