

## Candidate Rating

When rating the answers from applicants, the scores should relate to the required or desirable qualities listed on the position description.

Each interviewer to rate and then scores to be averaged.

Name of applicant \_\_\_\_\_ Job Title \_\_\_\_\_

Name of Interviewer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Characteristic	Rating (1=low, 5=high)	Comments on Rating
Presentation	1 2 3 4 5	_____
Willingness to learn new skills	1 2 3 4 5	_____
Education/professional development	1 2 3 4 5	_____
Skills/knowledge	1 2 3 4 5	_____
Experience	1 2 3 4 5	_____
Personality/general/attitude	1 2 3 4 5	_____
Observation overall rating	1 2 3 4 5	_____

NOTE: The weighting of the scores should be amended to suit the requirement of the vacancy to be filled as detailed in the job specification.

### Recommendations and reasons:

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Offer letter: ☐ Yes ☐ No

References: ☐ Yes ☐ No

## Attachment C

Acceptance:	<input type="radio"/> Yes	<input type="radio"/> No
Medical:	<input type="radio"/> Yes	<input type="radio"/> No
Rejection letter:	<input type="radio"/> Yes	<input type="radio"/> No
Professional certs. copied:	<input type="radio"/> Yes (where appropriate)	<input type="radio"/> No
Police Check/WWC copied	<input type="radio"/> Yes	<input type="radio"/> No
Updated resume obtained	<input type="radio"/> Yes	<input type="radio"/> No

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Pass to admin:	<input type="radio"/> Archive	<input type="radio"/> New file
Create employee record:	<input type="radio"/> Yes	<input type="radio"/> No