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**City of Boise Applicant Evaluation Form**

**Part I: Applicant Information**

After completing this form for all interviewed applicants, please include all completed forms with the status that is sent to Human Resources recommending an applicant for hire. You are encouraged to notify unsuccessful applicants. Human Resources has a standardized letter for your use.

Applicant's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date Applicant Was Interviewed: \_\_\_\_\_

Check one of the following:

- \_\_\_\_\_ Applicant was offered and accepted the position.
- \_\_\_\_\_ Applicant was offered, but declined the position.
- \_\_\_\_\_ Applicant was not offered the position.
- \_\_\_\_\_ Applicant withdrew from consideration.

**Part II: Applicant Ratings**

Please evaluate each interviewed applicant with respect to the requirements advertised for the job and included in the job description. Check "Unrated" if the factor is not relevant to the advertised job or insufficient information was obtained on which to base a rating. Please use the "Comments" area to explain and substantiate your ratings with specific information from the interview.

a. Job Knowledge:

- \_\_\_\_\_ Exceeds Job Requirements
- \_\_\_\_\_ Meets Job Requirements
- \_\_\_\_\_ Fails to Meet Job Requirements
- \_\_\_\_\_ Unrated

b. Job Skills

- \_\_\_\_\_ Exceeds Job Requirements
- \_\_\_\_\_ Meets Job Requirements
- \_\_\_\_\_ Fails to Meet Job Requirements
- \_\_\_\_\_ Unrated

Comments:

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c. Experience:

- Exceeds Job Requirements
- Meets Job Requirements
- Fails to Meet Job Requirements
- Unrated

d. Communication/Interpersonal Skills:

- Exceeds Job Requirements
- Meets Job Requirements
- Fails to Meet Job Requirements
- Unrated

Comments:

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e. Strengths:

Identify personal strengths relevant to the individual's ability to perform the advertised position and note any prior accomplishments or achievements that might be relevant to the individual's ability to perform the advertised position:

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f. Weaknesses:

Identify personal weaknesses relevant to the individual's ability to perform the advertised position:

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Interviewer's Signature:

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