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:                                      b. Job Skills

_____ Exceeds Job Requirements                        _____ Exceeds Job Requirements

_____ Meets Job Requirements                           _____ Meets Job Requirements

_____ Fails to Meet Job Requirements                   _____ Fails to Meet Job Requirements

_____ Unrated                                         _____ Unrated

Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
c. Experience: 

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

Comments:

____________________________________

____________________________________

____________________________________

d. Communication/Interpersonal Skills: 

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

Comments:

____________________________________

____________________________________

____________________________________

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:

____________________________________

____________________________________

____________________________________

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

____________________________________

____________________________________

____________________________________

Interviewer’s Signature:

____________________________________