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| --- | --- |
| **Employee Name** |  |
| **Job Position** |  |

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| **EVALUATION** *(to be filled by the person conducting the interview)* |
| *This recruitment evaluation is to determine the suitability of the candidate for the position.* |

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| **Description** | **No** | **Yes** |
| **Job Knowledge & Experience**  *Does the employee have enough job knowledge and experience for the position?* |  |  |
| **Behavior & Attitude**  *Does the candidate demonstrate behaviors and attitude that is compatible with the organization?* |  |  |
| **Responsibility**  *Does the candidate demonstrate qualities of responsibility that would be expected of the position?* |  |  |
| **Education**  *Does the candidate have the required education for the position?* |  |  |
| **Training**  *Does the candidate have the required training for the position?* |  |  |
| **Additional Requirements**  *Any additional requirements can be included in this section, such as driver’s license, languages, etc.* |  |  |
| **Total** |  | |

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| --- | --- | --- | --- | --- | --- |
| **Evaluation Results**  *(to be filled by the Procurement Department)* | | | | | |
| *Is the candidate suitable for the position offered?* | | | | **No** | **Yes** |
|  |  |
| **Comments** | | | | | |
| **Evaluator Designation** |  | **Evaluation Date** |  | | |