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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** |  |