

CANDIDATE EVALUATION

Candidate _____ Date _____

Position _____ Manager _____

Review all of the information you have collected on the candidate, and then candidly answer the following questions, before you make a final decision about adding this person to your team.

Have you completed all of the steps in the selection process?

Screening Interview Reference Checks Insight Report Selection Interview

Explain any omitted steps:

Do you think the candidate has the **capability** and **can do** the job?

What parts of the position will be most comfortable for the candidate?

Where might he or she require extra management support?

Do you believe the candidate displays **motivation** and **will do** what is required for success?

How will success in this position help the candidate accomplish his or her personal goals?

Do you and the candidate have good **chemistry**, and will he or she be a good **team fit**?

What problems might arise?