Hire Process Quick Notes
CANDIDATE EVALUATION TOOL (CP and STAFF)

Candidate's Name:_____

Job ID #: _____

Please indicate which of the following are true for you (check all that apply):

☐ Read Resume and/or Application
☐ Read Letters of Recommendation
☐ Verified Credentials (if applicable)
☐ Attended Interview
☐ Met with Candidate
☐ Attended Lunch or Dinner with Candidate
☐ Other (Please Explain):

Please comment on the Candidate's experience as reflected in the interview:

Please comment on anything else you believe reflects positively and/or negatively on the Candidate: