

# CANDIDATE EVALUATION FORM

<b>APPLICANT NAME:</b>	<b>POSITION:</b>
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Please use this form as a guide to evaluate the applicant's qualifications for employment. Check the appropriate numeric value corresponding to the applicant's level of qualification and provide appropriate comments in the space below.

<b>RATING SCALE:</b>	<b>5.</b> Outstanding <b>4.</b> Excellent-exceeds requirements <b>3.</b> Competent—acceptable proficiency	<b>2.</b> Below Average—Does not meet requirements <b>1.</b> Unable to determine or not applicable to this candidate
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	RATING				
	5	4	3	2	1
<b>Candidate's Understanding of the Position:</b> Assess candidate's knowledge of the position and its requirements.					
<b>Relevant Background/Special Skill Set:</b> Explore the candidate's knowledge and past working experiences in training.					
<b>Professional Impression:</b> Consider self-confidence, maturity, and presence to assess the candidate's level of professionalism.					
<b>Motivation/Initiative:</b> Analyze applicant's ability to think and act independently, and goal orientation. Why does this person want to work at the SOM?					
<b>Interpersonal/Communication Skills:</b> Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and customer orientation.					
<b>Flexibility:</b> Assess candidate's responsiveness to change, tolerance for ambiguity.					
<b>Organizational Fit:</b> Review the candidate's potential to fit in with the unique SOM organization and culture.					
<b>Overall Evaluation:</b> Please add appropriate comments on next page.					

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**Comments (Please summarize your perceptions of the candidate's strengths and any concerns that should be considered):**

**RECOMMENDATION:**

<input type="checkbox"/> Hire	<input type="checkbox"/> Recommend interview for other position within SOM: _____	<input type="checkbox"/> Possible interest	<input type="checkbox"/> Reject
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# CANDIDATE EVALUATION FORM

University of Alabama at Birmingham School of Medicine

Candidate Name \_\_\_\_\_

Proposed Position \_\_\_\_\_

Department \_\_\_\_\_

Identify sources of information for this evaluation:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Curriculum vitae                      | <input type="checkbox"/> In person meeting              | <input type="checkbox"/> Observed teaching        |
| <input type="checkbox"/> Attended research presentation        | <input type="checkbox"/> Observed clinical care         | <input type="checkbox"/> Research co-investigator |
| <input type="checkbox"/> Read research reports or publications | <input type="checkbox"/> Read letters of recommendation |   |
| <input type="checkbox"/> Other, please list: _____             |   |   |

CRITERION	RATE FROM 1 TO 5 <i>(5 is the highest)</i>	COMMENTS
Clinical skills		
Research skills		
Research productivity— impact of publications		
Research funding		
Potential for research collaboration		
Teaching skills		
Experience in leadership positions		
Educational background and academic career		
Interpersonal skills		

Other comments pertinent to the position:

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Name of evaluator: \_\_\_\_\_

Date: \_\_\_\_\_