



Roman Catholic Diocese of Tucson

APPLICANT EVALUATION FORM

NAME OF ORGANIZATION AND CITY

NOTE TO INTERVIEWER: Your comments and/or ratings on this form should always be related to the requirements of the position. Please also note that Federal law and Diocese of Tucson policy prohibit discrimination based on race, color, religion, sex, national origin, age, disability, veteran status and military status.

Process: Document the interview in accordance with the General Interview Guide. This form can be used for any interview for regular or part-time employment.

Applicant's Name: _____

Parish, School, Department: _____

Position/Area Being Applied For: _____

Regular (full-time) employment Part-time employment

Location of Interview: _____

Interviewer's Name: _____

Date of Interview: _____

GENERAL INTERVIEW GUIDE

Document the applicant's level of ability for up to four job-relevant technical knowledge/skills as demonstrated in the interview. Knowledge/skills evaluated should be the same or similar to those shown on the Job Posting, if available, or should be related to the position for which applicant is being considered. Examples of technical knowledge could include: accounting, personnel management, teaching, construction, maintenance; examples of skills related to each of those areas of technical knowledge could include: accounting reconciliations, team building, teaching techniques, air conditioning, maintenance.

List the technical knowledge and skills discussed in the interview. Place an "X" in one of the rating boxes for each technical knowledge and skill. Support your rating in the comment area. For example, "Mary demonstrated considerable knowledge in the area of accounting balance sheet reconciliations," or, "John was able to articulate good knowledge of building maintenance procedures."

Knowledge/Skills	Rating				
	Unacceptable	Marginal	Acceptable	Above Average	Outstanding
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Analytical Skills

Rate the applicant on his or her ability to logically solve/complete problems/tasks required on the job. This judgement can be derived from a discussion of the applicant's technical competence or from the types of problems, tasks, courses, or assignments the person has completed in school or on the job. Place an "X" in the box beside one of the following to indicate your rating. Please add comments at the bottom as deemed relevant.

- Outstanding – Demonstrates ability to independently solve complicated problems or tasks.
- Above Average – Demonstrates above average ability to solve complicated problems or tasks.
- Acceptable – Demonstrates ability to independently solve typical problems or tasks that may occur.
- Marginal – Person's ability to solve typical problems or tasks is below average or limited.
- Unacceptable – Demonstrates a lack of ability to solve or complete typical problems or tasks.

Comment:

Communication Skills

Rate on oral communication skills as demonstrated on the interview and as is relevant to the requirements of the job. Place an "X" beside one of the following to indicate your rating. Comment on writing or reading skills or other communication skills if discussed and relevant to the job.

- Outstanding – Very effective/efficient comprehension and speaking skills.
- Above Average – Demonstrates above average comprehension and speaking skills.
- Acceptable – Adequate comprehension and speaking skills.
- Marginal – Person's ability to communicate is generally limited.
- Unacceptable – Person's communication skills are ineffective and comprehension is limited.

Comment:

Motivation

Rate the applicant on his or her drive to achieve and personal dedication by assessing the person's track record of job or school accomplishments; for example, certifications, honors, performance awards, promotions, job responsibilities, dependability, extracurricular activities, GPA, etc. Place an "X" beside one of the following and support your rating with comments.

- Outstanding – Significant achievements.
- Above Average – Demonstrates above average motivation.
- Acceptable – Achievements are typical.
- Marginal – Person's past achievements are generally minimal.
- Unacceptable – Person has no noteworthy achievements.

Comment:

Interpersonal/Team/Leadership Skills

Comment on relevant interpersonal skills, including any team or leadership skills or experience demonstrated in the interview and which are important to the job. For example, if the job is an office position that requires public or parishioner contact, does the person present himself or herself well, is he or she friendly and outgoing? The need for a cooperative team attitude is important to most positions and should be commented on.

Comment:

Additional Comments (Including work history and education)

Comment on any other job-related facts about the applicant. For example, comment on significant work experience, education or training, willingness to travel, work overtime, etc.

Comment:

Overall Evaluation

The results of the interview, information on the resume, the application, and any applicable test scores are major sources for doing a "total assessment" of the applicant. Place an "X" beside one of the following to indicate your overall assessment.

Outstanding Above Average Acceptable Marginal Unacceptable

Applicant Disposition

This section summarizes your employment decision based on a total assessment of the applicant. Your recommendation should be supported by your evaluation comments.

I have decided to not offer a position to this applicant. Please notify accordingly.

Applicant should not be offered a position at this time, but should be considered for future employment as a position becomes available.

Applicant should be considered for employment in another area. Please forward to:

Employment Decision

I have decided to extend an offer of employment to this applicant. The individual was told:

Oral Invitation Oral contingent offer Will be contacted at later date: _____

Contingency: _____

During the interview, the applicant was advised that prior to employment a criminal history and background check are required, including a review of professional and/personal references.

Interviewer's Name (Type or Print)

Date

Signature