

# APPLICANT APPRAISAL FORM EXAMPLE

APPLICANT'S NAME: John Sample

POSITION APPLIED Sales

REVIEWER'S NAME: Heather Hiving-Manager REVIEW DATE: May 10

COMPETENCY: Skills and Knowledge

Description: The extent to which the applicant possesses the practical technical knowledge required by the position.

VALUE FACTOR	1	2	3	4	5	TOTAL	4
APPLICANT'S ABILITY	1	2	3	4	5	TOTAL	3
CATEGORY TOTAL (Value X Ability)							12

COMPETENCY: Customer Service

Description: The extent the applicant applies sound customer orientation, and strives for customer's preferred

VALUE FACTOR	1	2	3	4	5	TOTAL	5
APPLICANT'S ABILITY	1	2	3	4	5	TOTAL	4
CATEGORY TOTAL (Value X Ability)							20

COMPETENCY: Motivation

Description: How motivated is the applicant? Are they goal oriented? Will they work hard for our company? technical knowledge required by the position. Makes effort to constantly improve themselves.

VALUE FACTOR	1	2	3	4	5	TOTAL	4
APPLICANT'S ABILITY	1	2	3	4	5	TOTAL	2
CATEGORY TOTAL (Value X Ability)							8

**TOTAL VALUE POTENTIAL**  
(Sum of all category totals)  
**40/60**

REVIEWER'S COMMENTS:  
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