

# JSA/TJNAF Employment Interviewee Evaluation

Applicant Name: \_\_\_\_\_ Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_  
Hiring Div./Dept.: \_\_\_\_\_ Interviewer: \_\_\_\_\_ Signature: \_\_\_\_\_

Required Qualifications Rated	Factor Weight*	Rating of Requirements									Points**
		Below			Meets			Exceeds			
1. <u>Education</u> : Consider amount and applicability compared to stated requirements and job duties.		1	2	3	4	5	6	7	8	9	
2. <u>Experience</u> : Consider amount and applicability compared to stated requirements and job duties.		1	2	3	4	5	6	7	8	9	
3. <u>Work History</u> : Consider overall work history including duration of positions, reasons for leaving positions, career development, etc.		1	2	3	4	5	6	7	8	9	
4. <u>Knowledge</u> : Consider breadth and depth compared to stated requirements and job duties.		1	2	3	4	5	6	7	8	9	
5. <u>Technical Skills</u> : Consider demonstrated technical skills compared to stated job requirements and job duties.		1	2	3	4	5	6	7	8	9	
6. <u>Communication Skills</u> : Consider demonstrated verbal and written skills compared to those required to perform job duties.		1	2	3	4	5	6	7	8	9	
7. <u>Interpersonal Skills</u> : Consider demonstrated skills compared to other stated required skills.		1	2	3	4	5	6	7	8	9	
8. <u>Interest</u> : Consider demonstrated interest in the position at Jefferson Lab.		1	2	3	4	5	6	7	8	9	
9. <u>Compatibility</u> : Consider how well the applicant aligns with Jefferson Lab's core values (Safety, Diversity/Inclusion/Respect, Communication, Accountability, Service Focus/Teamwork)		1	2	3	4	5	6	7	8	9	
10. <u>Other</u> : Non-technical skills		1	2	3	4	5	6	7	8	9	
Recommendation: (Check 1, 2 or 3. Recommendation 4 may be completed with any other block checked.)		Total Points (Sum of points column)									
1. ____ Strong applicant – consider carefully for position 2. ____ Acceptable applicant – consider for position 3. ____ Applicant not qualified for this position 4. ____ Route applicant to _____ for consideration for _____ position		Overall score (Total points divided by 50)									