Decision-Making Tool

Complete this form after you interview each job candidate for a particular position. Enter a score for each of the key areas. By tallying the total scores and reviewing your notes from the interviews, you can begin to evaluate which candidate is the right person for the job.

Job Title:	

	Key Area Ratings (poor) **1 to 5** (excellent)						
Candidate Name	**Education**	**Previous Experience**	**Job Accomplish -ments**	**Skills and Knowledge**	**Personal Attributes**	**Previous Appraisal or Rating**	**TOTAL**
	Notes:						
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