



Applicant Assessment Sheet

The Spencer Group Client Toolkit



the spencer group

Specialist Recruitment Solutions

Applicant Assessment Sheet

Selecting Your Employee

As an employer, selecting the right employee is one of the most important, yet sometimes difficult decisions to make. Selecting the right employee will reduce employee turnover rates which directly contributes to reducing the costs of re-employing and training new employees.

When and how to make the selection decision...

After you have accumulated all of the information about each shortlisted applicant via interviews, reference-checking (optional) and aptitude testing (optional), you are in the position to consolidate this information to make an informed assessment of each applicant. You need to consider information that indicates what each applicant's level of performance will be on-the-job. Also, by law, you need to choose the applicant that is the 'best person for the job'. So, how do you do this? Simply by considering the following guidelines:

- Complete an Applicant Assessment Sheet for each applicant. A generic form is shown. The characteristics listed can be tailored more specifically to the job.
- Rate each applicant for each characteristic and complete necessary comments. Remember to remain as objective as possible with no personal prejudices or attitudes influencing the rating process. You can also use a points scoring system for each characteristic, however, this does not ensure objectivity or reliability. After all, an applicant may have the highest score, yet possess an unsuitable characteristic that is unable to be reflected in the score.
- Compare the Applicant Assessment Sheets of each applicant.
- You are then in an informed position to make the ultimate decision.

Name of applicant:

Position:

Date:

Characteristics And Results	Quality Rating				
	Superior	Good	Average	Fair	Poor
Education and Qualifications	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Experience and History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Knowledge	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Skills and Experience	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional Attitude	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interest and Enthusiasm	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Initiative and Problem Solving Ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ambition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional Presentation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Verbal Expression	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Performance at Interview	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Results from Reference Check	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Results from Aptitude Testing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Rating	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Should other sections/divisions consider the applicant? Yes/No

Who?

Would you hire this person: Yes/No

Justifying Comments (including estimate of strengths, weaknesses and potential)

Recommendation

Signature of decision-maker