Job Suitability Profile

Applicant's Name	Position Applied For	Salary Range This Position
Date	Completed By	Applicant's Asking Salary

I. Applicant Evaluation Check List

(Attach copies of resume, application, interview notes, all reports)

☐ Resume and Application Form

☐ 1st Interview By: _____ (Name) _____ (Date)

☐ 2nd Interview By: _____ (Name & Date) ; _____ (Name & Date) ; _____ (Name & Date)

☐ 3rd Interview By: _____ (Name & Date) ; _____ (Name & Date) ; _____ (Name & Date)

☐ Reference Checks: _____ (Number completed)

☐ Background Check: _____ (Describe kind of background check and date)

☐ Performance Profile: _____ (Date completed) _____ (Job Match) _____ (Potential for Growth) _____ (Recommendation)

II. Applicant Evaluation Suitability Rating

Directions: For each of the Suitability Factors, assign a score for this individual in the middle column, "Weighted Score." The total of the "Weighted Score" column must add to 100.

Suitability Factors	Weighted Score	Comments
Relevance and Value of Work Experience and Knowledge		
Character		
Personal Style and Work Behavior Preferences		

Total Score 100

III. Overall Job Suitability Rating: Please rate this applicant's overall job suitability by circling one number on the scale below:

1	2	3	4	5	6	7	8	9	10
Not qualified	High Maintenance	Low Average	Average				Above Average		The Perfect Applicant