

EVALUATION FORM FOR AN ADMINISTRATIVE POSITION

CANDIDATE NAME: _____	POSITION: _____
DEPARTMENT: _____	DATE: _____

*ALL FIELDS MARKED WITH * ARE MANDATORY.*

Rating Key – AV: Average, GD: Good, EX: Excellent; NA: Not Applicable

Criteria	Comments: <i>(Be very specific)</i>	Rating Key*			
		AV	GD	EX	NA
Relevant Experience					
Relevant Education/Training					
Communication Skills					
Problem Solving Skills					
Information Literacy Skills					
Knowledge about LUMS and the Position					
Job Stability/Commitment level					
Other Job Related Criteria (specify)					

Strengths																	
Weaknesses or Other Observations																	
OVERALL RATING* 1- Poor 2- Below Average 3- Average 4- Good 5- Excellent	1 being the lowest and 5 the highest				Current Salary	Expected Salary	Reason for Leaving										
	1	2	3	4				5									
	RECOMMENDATION* <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Hire</td><td></td></tr> <tr><td>Hold</td><td></td></tr> <tr><td>Call for further interviews</td><td></td></tr> <tr><td>Do not hire</td><td></td></tr> <tr><td>Not suitable for LUMS</td><td></td></tr> </table>	Hire		Hold		Call for further interviews		Do not hire		Not suitable for LUMS		Comments*:					
Hire																	
Hold																	
Call for further interviews																	
Do not hire																	
Not suitable for LUMS																	
Recommendation for some other position/department at LUMS																	

INTERVIEWED BY: _____ Interviewer Name* _____ Designation* _____ Signature* _____

PLEASE FILL OUT THIS FORM IMMEDIATELY AFTER THE INTERVIEW AND RETURN IT TO HR ON THE SAME DAY