

Applicant Evaluation Matrix

Instructions:

Identify the critical behaviors from the job description – behaviors linked to the essential functions which are required to the position. Record these behaviors in the boxes. Assign a weight to each behavior. The most important behaviors should be given a 5, very important behaviors a 4, important behaviors a 3, less important behaviors a 2 or 1. After you interview the applicant, check the box to indicate if the applicant demonstrated the critical behavior. Leave the box blank if the applicant did not demonstrate the critical behavior.

Example:

Name	Critical Behavior/Weight	Critical Behavior/Weight	Critical Behavior/Weight	Critical Behavior/Weight	Critical Behavior/Weight	Total Score
	MS Word and Excel Skills (5)	MS PowerPoint Skills (3)	Attention to Detail (5)	Customer Service Skills (4)	Ability to work independently (2)	19 possible
Billy Myles	X		X	X	X	16
Theresa Nemitz	X	X	X		X	15

