

EMPLOYMENT DECISION TABLE

APPLICANT _____

JOB POSITION _____

RATE EACH ITEM ON A SCALE OF 1 - 5

(1 = VERY SATISFIED 3 = SATISFIED 5 = VERY DISSATISFIED)

APPLICATION

THOROUGHNESS AND ACCURACY ()

STABILITY OF WORK HISTORY ()

SKILLS/JOB EXPERIENCE REQUIRED ()

_____ ()

_____ ()

INTERVIEW

QUALIFICATIONS BASED ON JOB APPLICATION ()

APPLICANT'S INTEREST ()

APPLICANT SKILLS AND KNOWLEDGE ()

APPLICANT CAN ADAPT TO WORK ENVIRONMENT ()

APPLICANT'S COMMUNICATIONS ABILITY ()

SPECIAL AREAS TO BE CONSIDERED ()

_____ ()

_____ ()

_____ ()

EMPLOYMENT TESTS (If used)

RESULTS OF TESTS ()

REFERENCE CHECKS

RESULTS OF REFERENCE CHECKS ()

OVERALL RATING ()

EVALUATOR _____

DATE _____