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| Human Resources  Form P-20  Revised 04/18 | Missouri Department of TransportationAPPLICANT EVALUATIONThis form should be completed immediately following the interview, individually or as a group. |

##### Section 1 – APPLICANT INFORMATION

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| --- | --- | --- | --- |
| **Applicant’s Name:** |  | **Location:** |  |
| **Position Applied For:** |  | **Date of**  **Interview:** |  |
| **Panel Members:** |  | | |

### Section 2 – RELATED EXPERIENCE/SPECIAL SKILLS

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| How much of the applicant’s experience or special skills are applicable to the job? |
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### Section 3 – JOB REQUIREMENTS

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Evaluate the applicant on P**referred Employee Qualities** directly related to the job, based on the interview, available reference checks, performance management information, and direct observations. | | | | | | | | | | | | | | | |
| a. PREFERRED EMPLOYEE QUALITIES | Poor | | **Fair** | | | | | | **Good** | | | | | **Outstanding** | |
| Team Player Qualities | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| Organization/Public Servant Qualities | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| Personal Qualities | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| Interpersonal Qualities | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| **Work Qualities** | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| Evaluate the applicant’s **Interview Responses** based upon your expectation of the responses related to the job. Provide a brief comment next to the question number regarding how the response met or did not meet your expectation. | | | | | | | | | | | | | | | |
| **b. INTERVIEW RESPONSES** | Poor | | Fair | | | | | | **Good** | | | | | Outstanding | |
| 1. | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| 2. | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| 3. | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| 4. | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| 5. | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| 6. | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| 7. | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| 8. | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| 9. | 1 | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | 9 | 10 |
| 10. | 1 | 2 | 3 | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | 10 |
| 11. | 1 | 2 | 3 | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | 10 |
| 12. | 1 | 2 | 3 | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | 10 |
| 13. | 1 | 2 | 3 | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | 10 |
| 14. | 1 | 2 | 3 | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | 10 |
| 15. | 1 | 2 | 3 | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | 10 |
| 16. | 1 | 2 | 3 | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | 10 |

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| Utilize this section only if an additional assessment tool was required such as a Presentation, Work Plan or a Skills Evaluation. Evaluate the applicant’s performance or product based upon your expectation related to the job. | | | | | | | | | | |
| c. PRESENTATION, WORK PLAN or SKILLSEVALUATION (circle one) | Poor | | **Fair** | | | **Good** | | | **Outstanding** | |
| Comments: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

### Section 4– PERFORMANCE DEVELOPMENT (For Internal Applicants)

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| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Meets or Exceeds Performance Expectations |  |  |  |

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### Section 5– OVERALL EVALUATION

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| --- | --- | --- | --- |
| Your Overall Evaluation should include the applicant’s interview, any additional assessment tools, available reference checks, performance management information, education, experience, the ability to do the job, and direct observations.Check one: | | | |
| Poor | Fair | Good | Outstanding |
| Provide brief explanation:  **Selected for the Position?**  Yes  No | | | |

**Section 6 – INTERNAL CANDIDATES ONLY**

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| If the internal candidate(s) interviewed for this position was not the top selection and ultimately was not offered the position, what would you as the hiring supervisor relay to the candidate as to why he/she wasn’t selected and what he/she could do to improve when future opportunities became available? |
| Provide brief explanation/Cite specific examples: |