

APPENDIX D
SAMPLE CANDIDATE RATING FORM AND
BLANK CANDIDATE RATING FORM

Candidate Rating Form

Position Family Medicine - Secretary 2

Committee Member _____

Each category is based on the requirements specified in the job description.

- 1- Education (Some college preferred, high school required.)
- 2- Experience with word processing machines.
- 3- Experience with medical terminology.
- 4- Two years of secretarial experience required.
- 5- Ability to take dictation required.

Please evaluate each category on the 4 point scale.

4- Superior 3- Good 2- Satisfactory 1- Acceptable 0- Unacceptable

Candidate	Educ.	Acct.	Computer	Exp.	Fit	TOTAL	Comments
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Candidate Rating Form

Position _____ Committee Member _____

Each category is based on the requirements specified in the job description.

- 1-
- 2-
- 3-
- 4-
- 5-

Please evaluate each category on the 4 point scale.

4- Superior 3- Good 2- Satisfactory 1- Acceptable 0- Unacceptable

Candidate						TOTAL	Comments
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Please evaluate each category on the 4 point scale.

4- Superior

3- Good

2- Satisfactory

1- Acceptable

0- Unacceptable

Candidate						TOTAL	Comments
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							

Please evaluate each category on the 4 point scale.

4- Superior

3- Good

2- Satisfactory

1- Acceptable

0- Unacceptable

Candidate						TOTAL	Comments
26.							
27.							
28.							
29.							
30.							
31.							
32.							
33.							
34.							
35.							
36.							
37.							
38.							
39.							
40.							

Please evaluate each category on the 4 point scale.

4- Superior 3- Good 2- Satisfactory 1- Acceptable 0- Unacceptable

Candidate						TOTAL	Comments
41.							
42.							
43.							
44.							
45.							