



Applicant Comparison Form

Date:

Evaluator:

Position:

Please list the essential job requirements of the position *before* conducting applicants' interviews. After all interviews are complete, use this form and the key below to rate and compare the top candidates. Please make any comments where indicated.

Key:

X = Exceeds requirements

M = Meets requirements

NM = Does not meet requirements

Essential Job Requirements	Candidates' Names				Comments
1.					
2.					
3.					



4.					
5.					
6.					
7.					
8.					
9.					
10.					



Additional Comments:

Recommendation:

Evaluator's Signature: