[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

CV Evaluation Form

Score each CV against the same criteria so shortlisting is consistent and easy to compare.

Candidate details

Field	Entry
Candidate name	**[Candidate name]**
Role applied for	**[Role]**
Date CV received	**[Date received]**
Reviewer	**[Reviewer name]**
Date reviewed	**[Date]**

How to score

Score each criterion from 1 to 5 using the key below. Weighted score = weight x score. Add the weighted scores to get the overall score out of 5.

Score	Meaning
5	Excellent
4	Good
3	Satisfactory
2	Limited
1	Poor or not shown

Scoring

Criteria	Weight	Score (1-5)	Weighted score	Notes
Education and qualifications	20%	**[Score]**	**[Weighted score]**	**[Notes]**

Relevant experience	30%	**[Score]**	**[Weighted score]**	**[Notes]**
Skills match	20%	**[Score]**	**[Weighted score]**	**[Notes]**
Achievements	15%	**[Score]**	**[Weighted score]**	**[Notes]**
Presentation and clarity	15%	**[Score]**	**[Weighted score]**	**[Notes]**
Overall score (out of 5)	100%		**[Total]**	

Decision

Shortlist decision (tick one):

☐	Shortlist	☐	Hold	☐	Reject

Reviewer comments

Field	Entry
Strengths	**[Enter details]**
Concerns	**[Enter details]**

Reviewer and date

Field	Entry
Reviewer	**[Reviewer name]**
Date	**[Date]**
Signature	**[Signature]**