[Company name]

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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]**

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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]**