**[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]** |