

# Candidate Matrix (sample)

Use a scale of 1 – 5 to rate each candidate on your evaluation criteria:

1 ----- 3 ----- 5
Below Requirements                      Meets Requirements                      Exceeds Requirements

	(Candidate Name)	(Candidate Name)	(Candidate Name)	(Candidate Name)
Selection Criteria				
Education				
Relevant Experience				

Note: You may wish to apply weighted averages. For example, interpersonal skills may be more important to you than computer skills. For that category, you could take the candidates' scores (1-5) and multiply them by 2. This will be reflected in the candidates' total scores to help you make your final decision.