

HIRING TOOL

Decision-Making Matrix

Complete this form after you interview each job candidate for a particular position. Enter a score for each of the key areas. By tallying the total scores and reviewing your notes from the interviews, you can begin to evaluate which candidate is the right person for the job.

Job Title:

Candidate Name	Key Area Ratings (poor) 1 to 5 (excellent)						TOTAL
	Education	Previous Experience	Job Accomplishments	Skills and Knowledge	Personal Attributes	Previous Appraisal or Rating	
	Notes:						
	Notes:						
	Notes:						
	Notes:						
	Notes:						
	Notes:						
	Notes:						
	Notes:						