MONTCLAIR STATE UNIVERSITY
Division of Human Resources

Applicant Evaluation Form

This form is to be completed for each candidate interviewed for classified/civil service vacancies. Return this form and all selection materials to the Director of Classified Staffing, Division of Human Resources, 316 College Hall.

Candidate Name: _____ **Date of Interview**: _____

Position Title: _____ **Department:** _____

Position Number: _____ **Previous Incumbent**: _____

After interviewing this candidate:

- ❒ I would like to consider other applicants for this position.
- ❒ I have offered the position to the above applicant at the range and salary step indicated below:

  Range: _____ **Step 1 $**_____ **Step 3 $** _____

  Step 2 $** _____ **Step 4*$ _____

- ❒ Date of Hire**:** _____

(Please consult the Division of Human Resources prior to extending an offer at this step.)*

INTERVIEWER COMMENTS. Please provide an overview of this interview and any relevant comments and/or information on the candidate's ability or inability to perform the duties required for the position:

Supervisor's Signature _____ **Date**: _____