

**Sample Candidate Evaluation Matrix  
Faculty Recruiting  
HSCEP**

Department & Req/ #:

Vacant Position Title:

Date Prepared:

Please use rating scale of 1-5 with 5 being the highest.

Start

Assigned Weights

Basic Qualifications	MD / PHD	3+ yrs - relevant experience	XYZ	XYZ			Preferred Qualifications					APPLICATION SCORE
1	1	1	1	1	1	1	2	2	2	2	2	

INTERVIEW EVALUATION TOTAL	REFERENCE EVALUATION TOTAL	TOTAL SCORE
5	2	
Sort		

Click on the Sort button to automatically rank the candidates in order from highest to lowest

APPLICANTS

Dr. Chavez
Dr. Jones
Dr. Washington

	5	5	5	5								20
	2	3	3	2								10
	1	2	2	1								6

5	5	30
2	2	14
1	1	8