

Worksheet: Job Candidate Evaluation Tool

Before you fill a farm job, evaluate candidates based on how well they satisfy the position’s expectations. Ideally, the individual who receives an offer will “check all the boxes.” If no one meets all expectations, consider choosing the person who delivers on the most critical criteria.

To help compare applicants and hire the best qualified person, complete this evaluation tool. First list the education, certifications, licenses, job qualifications and soft skills a new hire should possess. Refer to the job description to ensure you include all expectations. Then, note whether a given candidate exceeds, meets or fails to meet each expectation. Rely on materials such as job applications, interview notes and references checks as you prepare assessments. After rating all candidates, place the evaluations side by side. Then, identify the strongest candidate for the job.

Candidate name:

Position:

Education, Certifications and Licenses

Note formal and informal education and professional development an employee needs to draw upon to do a job well. In some cases, a candidate may need certifications or licenses to accomplish certain tasks or manage certain responsibilities. Inventory those expectations in the table, too.

Expectation	Exceeds expectations	Meets expectations	Fails to meet expectations
<i>High school diploma or GED</i>	<i>X</i>		
<i><u>Certified private applicator license</u></i>			<i>X</i>
<i><u>Certificate in precision agriculture technology</u></i>		<i>X</i>	
<i>Completed an <u>Artificial Insemination School</u></i>			<i>X</i>

