

Candidate Performance Evaluation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Performance Evaluation of [Candidate's Name]

Candidate Information

Name: [Candidate's Name]

Position: [Position Applied For]

Date of Interview: [Insert Date]

Evaluation Criteria

1. **Communication Skills:** [Evaluation]
2. **Technical Skills:** [Evaluation]
3. **Teamwork:** [Evaluation]
4. **Problem-Solving Ability:** [Evaluation]
5. **Overall Impression:** [Evaluation]

Comments

[Detailed comments about the candidate's performance]

Recommendation

[Recommendation regarding the candidate's suitability for the position]

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]