

# Candidate Evaluation Criteria

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Candidate Evaluation Criteria

## Criteria Overview

- **Experience:** [Detail specific experience requirements]
- **Skills:** [List required skills, both technical and soft]
- **Education:** [Specify educational qualifications]
- **Cultural Fit:** [Describe what cultural fit means for your organization]
- **Performance Potential:** [Outline how to evaluate potential performance]

## Evaluation Process

Each candidate will be evaluated using a standardized scoring system, focusing on the above criteria. Scores will be compiled for final assessment.

## Conclusion

Please ensure that all evaluators adhere to these criteria to maintain consistency in the selection process. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]