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

Job Skills, Knowledge and Physical Demands

Here, gauge whether candidates have the job-specific skills, knowledge and physical capabilities to do well in a position. The expectations you list should include qualifications that someone must have to manage the job's responsibilities and accomplish its tasks.

Expectation	Exceeds	Meets	Fails to meet
	expectations	expectations	expectations
Proficiency at monitoring animal health	X		
Five years of employee supervisory experience			Х
Ability to lift at least 50 pounds		X	
<u> </u>			

Soft Skills

Don't underestimate how personality and interpersonal abilities have the potential to affect job performance. Record the soft skills you expect from an employee who holds the particular position.

Expectation	Exceeds	Meets	Fails to meet
	expectations	expectations	expectations
Ability to communicate verbally	X		
Ability to collaborate			Х
Ability to manage time		X	
Ability to think critically		X	
		I	1

Funding for this project was provided by the North Central Extension Risk Management Education Center and the USDA National Institute of Food and Agriculture, award number 2021-70027-34694. University of Missouri Extension also provided funding support.