



CANDIDATE COMPARISON GUIDE

Candidate _____

Position _____

Date _____

Categories	Below Requirements for Success	Meets Requirements for Success	Exceeds Requirements for Success
1. Education and Credentials			
a. Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Technical Experience (top 5 most important technical skills)			
a. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Industry Experience			
a. Same industry experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Transferable industry experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Systems Experience			
a. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Below Requirements for Success	Meets Requirements for Success	Exceeds Requirements for Success
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5. Non-Technical Skills

- | | | | |
|------------------------------|--------------------------|--------------------------|--------------------------|
| a. Adaptability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Attitude/Culture fit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Communication-
written | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Communication-
verbal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Executive presence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Integrity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Management style | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Professional image | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Supervisory
experience | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Team player | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. Career Growth Potential

- | | | | |
|---------------------------------|--------------------------|--------------------------|--------------------------|
| a. Promotion potential | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Prior career
continuity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Communicated
career goals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Quality of Life Requirements

- | | | | |
|------------------------------|--------------------------|--------------------------|--------------------------|
| a. Ability to travel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Ability to work OT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Require flexible
hours | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

8. Language Skills

- | | | | |
|----------|--------------------------|--------------------------|--------------------------|
| a. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

	Below Requirements for Success	Meets Requirements for Success	Exceeds Requirements for Success
9. Community Involvement			
a. Professional associations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Not-for-Profit / Charitable associations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Compensation requirements			
a. Current salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Expected salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other comp (cash, non-cash, benefits, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Miscellaneous			
a. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Count the check marks in each column and enter the total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	x 0	x 1	x 2
Multiply by the total and enter the product	A = <input type="checkbox"/>	B = <input type="checkbox"/>	C = <input type="checkbox"/>
Total score from above (A + B + C)	<input type="checkbox"/>		
Scores of other candidates in consideration			
1. _____	<input type="checkbox"/>		
2. _____	<input type="checkbox"/>		
3. _____	<input type="checkbox"/>		