



HUMAN RESOURCE DEVELOPMENT OFFICE
Central Philippine University

CRITERIA FOR EVALUATION

Position : _____
Unit/Department : _____

Area for Evaluation	Weight	Score			
KNOWLEDGE BASE	30				
Relevance of education & training (Transcript of Records [TR], Resume, Culture Fair Intelligence Test, Aptitude Test)	10				
Motivation & interest on the job applied for (Interview & Psychological Test)	10				
Level of knowledge about the job & CPU (Application Letter & Interview)	10				
WORK EXPERIENCE	10				
Relevance of work experience (Application Letter, Resume, Interview & certificate of employment)					
WORK ETHICS	10				
Based on the interview and character references					
SKILLS FOR THE POSITION	30				
Communication: Writing (Performance tasks) Speaking (Interview)	15				
Level of relevant skills (Interview & Resume)	15				
PANEL INTERVIEW	20				
TOTAL	100				

NAME & SIGNATURE OF SELECTION PANELIST/ DATE