



Recruiter performance evaluation form

Evaluator information

- Full name: _____
- Position: _____
- Date of evaluation: _____

Recruiter information

- Recruiter's full name: _____
- Recruitment campaign/role: _____

Evaluation questions

1. **How well did the recruiter understand the job requirements and candidate profile?**
 - Excellent ☐
 - Good ☐
 - Satisfactory ☐
 - Needs Improvement ☐
2. **How effective was the recruiter in sourcing and presenting suitable candidates?**
 - Excellent ☐
 - Good ☐
 - Satisfactory ☐
 - Needs Improvement ☐
3. **How would you rate the recruiter's communication throughout the hiring process?**
 - Clear and timely ☐
 - Adequate ☐
 - Lacking in some areas ☐
 - Poor ☐
4. **Did the recruiter provide regular updates on candidate status and progress?**
 - Always ☐
 - Often ☐
 - Sometimes ☐
 - Rarely ☐
5. **How responsive was the recruiter to feedback or changes in job requirements?**
 - Very responsive ☐
 - Somewhat responsive ☐
 - Slow to respond ☐
 - Unresponsive ☐
6. **Were the candidates presented by the recruiter a strong match for the role?**
 - Strong match ☐
 - Good match ☐
 - Weak match ☐
 - Poor match ☐
7. **How well did the recruiter manage expectations (e.g., timelines, candidate quality)?**
 - Managed expectations well ☐
 - Managed somewhat well ☐
 - Needs improvement ☐
 - Poorly managed ☐
8. **What areas of improvement would you suggest for the recruiter?**
9. _____
10. **Would you work with this recruiter again for future hiring needs?**
 - Yes ☐
 - No ☐
 - Maybe ☐
11. **Additional Comments**