

Application Feedback

Feedback on work experience and job applications helps candidates to learn from the experience, improving their future applications and raising their awareness of your standards. Not all employers have feedback methods in place, but even brief feedback helps individuals prepare better for the next opportunity, and maintains your reputation for good recruitment practice.

This form below allows for brief or detailed feedback according to your needs and limitations. Thank you for assisting your candidates and contributing to fairer, more positive recruitment practices.

To give feedback, put a 'Y' on the best descriptor for the candidate's performance against each general feedback heading, and add any comments in the box on the right. Complete "N/A" if specification criteria is not applicable or add job-specific comment.

Please see a guide to application feedback below.

Application Feedback Form

Thank you for your application.

You have not been shortlisted for interview but please find below your application feedback. All the best for the future.

Candidate Name						Additional Comments <small>Resize height of cell for longer comments</small>
Organisation						
Vacancy title						
Motivation for the Job Candidate demonstrated interest and excitement about the job	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Education/ Training Candidate has the required education and/or training	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Relevant Knowledge Candidate has prior related knowledge	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Relevant Skills Candidate has the required skills for the role	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Articulation Skills Candidate was able to clearly articulate suitability for role	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Willingness to learn Candidate demonstrated willingness to learn for the role	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Future Personal Development Candidate demonstrated interest in future personal development	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Application Format Application documents are well presented	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Overall application	Add any other comments if applicable					