Ashford Business Services Ltd

CV Evaluation Form

Score each CV against the same criteria so shortlisting is consistent and easy to compare.

Candidate details

Field	Entry
Candidate name	**9 November 2026**
Role applied for	**Office Manager**
Date CV received	**9 November 2026**
Reviewer	**Sarah Mitchell**
Date reviewed	**9 November 2026**

How to score

Score each criterion from 1 to 5 using the key below. Weighted score = weight x score. Add the weighted scores to get the overall score out of 5.

Score	Meaning
5	Excellent
4	Good
3	Satisfactory
2	Limited
1	Poor or not shown

Scoring

Criteria	Weight	Score (1-5)	Weighted score	Notes
Education and qualifications	20%	**Score**	**Weighted score**	**Notes as agreed at the meeting.**
Relevant experience	30%	**Score**	**Weighted score**	**Notes as agreed at the meeting.**
Skills match	20%	**Score**	**Weighted score**	**Notes as agreed at the meeting.**
Achievements	15%	**Score**	**Weighted score**	**Notes as agreed at the meeting.**

Presentation and clarity	15%	**Score**	**Weighted score**	**Notes as agreed at the meeting.**
Overall score (out of 5)	100%		**£45.00**	

Decision

Shortlist decision (tick one):

☐	Shortlist	☐	Hold	☐	Reject

Reviewer comments

Field	Entry
Strengths	**Enter details as agreed at the meeting.**
Concerns	**Enter details as agreed at the meeting.**

Reviewer and date

Field	Entry
Reviewer	**Sarah Mitchell**
Date	**9 November 2026**
Signature	**Sarah Mitchell**