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## SAMPLE EVALUATION FORM – ACCOUNTANT III

This Evaluation Form is a way to collect detailed information provided by each committee member about the qualities of the candidate. This can be done using [Qualtrics](#).

Thank you for taking the time to participate in the interview process for the Accountant III position. We appreciate your thoughts and feedback.

Please select the activities in which you participated (check all that apply):

- Met with the candidate
- Attended the candidate’s presentation
- Attended other candidate meetings
- Other, please describe

Please rate the candidate’s potential for success in the following areas of responsibility:

- Has applicable experience solving related complex accounting problems when managing expenses and finances.
- Has exceptional communication skills that reflect humility, effective listening, and authentic engagement while fostering an environment of collaboration and trust.
- Ability to work with liaisons and cross campus initiatives to share best practices and reinforce a collaborative and decentralized approach.
- Demonstrates the skill and experience needed when engaging in job functions requiring accuracy, high credibility, and attention to detail.

Please include any comments you have regarding perceived strengths of the candidate for the Accountant III position.

Please include any comments you have regarding perceived weaknesses of the candidate for the Accountant III position.

## FOR ADDITIONAL ASSISTANCE

### **Policies & Directives**

Talent Acquisition & Onboarding

352-392-HELP

[talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)