

**CENTRAL TEXAS COLLEGE**  
**EVALUATION SHEET – NON-EXEMPT†**

**NAME/SSN:** \_\_\_\_\_ **POSITION:**  
 \_\_\_\_\_

**EDUCATION (Circle One)**

\*Copies of Transcripts Required

High School/GED	1
*Some College	2
*Certificate of Completion	3
*Associate's Degree	4
*Associate's Degree +	5

**A. Total Education Score:** \_\_\_\_\_

**B1. Primary Wage**

**Earning Experience**

(Fill-In Years and Choose One)

Years	1
Years	2
Years	3
Years	4
Years	5

**B2. Job Related Experience Evaluation**

(Choose One)

Low (Held mostly unrelated jobs)	1
Fair (Job(s) partially related)	2
Moderate (Jobs mostly related)	3
High (All jobs directly related)	4

**B. Total Experience Score (Add B1 and B2):** \_\_\_\_\_

**C1. TYPING SPEED**

(Fill-In WPM and Choose One)

WPM	1
WPM	2
WPM	3
WPM	4
WPM	5

**C2. Skills (If Applicable)**

(Circle Each Skill Listed)

Microsoft Excel	1
Microsoft Word	1
Microsoft Outlook/Email	1
Filing & File Maintenance	1
Colleague Experience	2
Written Communication	2
Customer Service/Public Relations	2
File Research	2

**C. Total Skills Score (Add C1 and C2):** \_\_\_\_\_

**Total Score (Add A + B + C):** \_\_\_\_\_

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**REFERENCES Checked? Yes / No (Please Circle) Initials \_\_\_\_\_ Date: \_\_\_\_\_**

**Rater: \_\_\_\_\_ Title: \_\_\_\_\_**

†This form may be modified by the hiring manager to meet position requirements.