Sample Rating Guides for Evaluating Applicant Interview Responses

This document contains several templates that can be used as models for standardizing your evaluation of interview results.

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_____ POSITION
INTERVIEWER'S REPORT

Applicant's Name_____

Interviewer_____

Date_____

❏First Interview   ❏Second Interview

Knowledge Base   **Considerations**
                         Relevance of Education & Training
                         Motivation & Interest
                         Versatility
                         Ability & Willingness to learn
❏Excellent ❏Good ❏Acceptable ❏Not Acceptable

Work History*   **Considerations**
                         Relevance of Experience
                         Adaptability
                         Initiative
                         Leadership
                         Work Ethic
                         Motivation
                         Commitment
*"Work" may include volunteer or community activities.
❏Excellent ❏Good ❏Acceptable ❏Not Acceptable

General Impressions   **Considerations**
                         Demeanor
                         Confidence
                         Responsiveness
                         Verbal Expression
                         Maturity
                         Judgment
                         Goals
❏Excellent ❏Good ❏Acceptable ❏Not Acceptable

<u>Assessment of Strengths</u>
<u>for the Position</u>   **<u>Considerations</u>**

                                     Level of relevant Knowledge
                                     Level of relevant Skill
                                     Leadership & Initiative
                                     General Talent

❏Excellent ❏Good ❏Acceptable ❏Not Acceptable

<u>Assessment of Weaknesses</u>   **<u>Considerations</u>**
<u>for the Position</u>

                                     Shortcomings
                                     Limitations
                                     Additional Training*

*Estimate of Training needed to overcome weaknesses:
❏Low   ❏Moderate   ❏Extensive

<u>Interviewer's Final Summary & Recommendation</u> (consider strengths, weaknesses, training and overall potential)

_____

_____

_____

_____

Overall Rating*
❏Excellent ❏Good ❏Acceptable ❏Not Acceptable
*REMEMBER: You are rating the applicant against the job, not against other applicants.

APPLICANT INTERVIEW RATING SHEET
Position: General Office Support Staff

Applicant name:_____

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
Secretarial Skills 1. Using past work experience, discuss how you might handle a situation where you are asked to do several tasks at the same time to meet staff needs.		1--2--3--4--5--6
2. What kind of supervision have you had in the past and how have you responded to it?		1--2--3--4--5--6
3. Your reception duties will call for you to hand numerous questions from students and staff. How would you handle questions that go beyond your knowledge?		1--2--3--4--5--6
Interpersonal Skills 4. Drawing from past work experience, describe several situations where you had to interact with "difficult people" and how you handled the situations.		1--2--3--4--5--6
5. Comment on the following: "Students are the most important people in our business."		1--2--3--4--5--6
6. This office is many times "all things to all people." How do you see your skills and personality fitting into that expectation?		1--2--3--4--5--6
Professional Ethics/Behavior 7. Tell us how you have handled past work situations that required "confidentiality." How might that procedure impact this office?		1--2--3--4--5--6
8. Discuss your understanding of the word "teamwork" and how you have been involved with that process on the job or in other settings. How might teamwork (or lack of it) affect an office setting?		1--2--3--4--5--6
9. Due to student needs and staff schedules, your daily schedule will change occasionally to help in meeting those needs. Comment on your flexibility with time and any expectations you might have.		1--2--3--4--5--6
Closing 10. Do you have any questions of us about this position? THANK YOU! (Describe remaining process.)		
	Total score:	

Evaluator signature: _____

Sample Interview Rating Sheet

Candidate: Interviewer:

Job requirement: Ability to provide leadership and strategic direction.

1	2	3	4	5
Unsatisfactory		Satisfactory		Superior
Not able to articulate the relationship between the IT infrastructure and organizational goals; Lack of awareness of change management strategies to gain buy-in from multiple stakeholders and change behaviors related to use of IT; Unable to describe a strategic planning process to guide long range plans, policies and programs.		Effectively articulates the relationship between the IT infrastructure and organizational goals; Has experience in **strategic planning** to set vision, goals, and objectives for a complex system; Demonstrates an understanding of the management practices needed to guide staff, partners, and stakeholders through implementation of a strategic IT plan.		In addition to meeting the satisfactory criteria, provides examples of past successes in applying leadership skills and implementing major change initiatives in a complex IT/business environment; Articulates a clear and effective vision for the IT future of AHS.

Comments:

Job Requirement: Ability to manage complex, multi-stakeholder projects within budget and time parameters.

1	2	3	4	5
Unsatisfactory		Satisfactory		Superior
No supervisory experience; Lack of successful Project Management experience; Unable to describe a process for defining and managing a complex project.		Has experience in managing projects with up to a dozen staff; Demonstrates the ability to implement projects on time and within budget.		Has experience in managing large, complex projects affecting hundreds of staff; Able to maintain progress and make appropriate changes to adjust to unforeseen opportunities or threats.

Comments:

Author: Gail Rushford
This was for an IT position

Sample Interview Rating Form
date

Job Requirement: Ability to communicate effectively.

1	2	3	4	5
Unsatisfactory		Satisfactory		Superior
Appears to be ill at ease; Responses are vague or unpersuasive; Overall impression is poor.		Seems comfortable in presenting his/her ideas; Responses are specific and well articulated; Overall impression is positive.		Supports statements with examples; Relates to the issues and concerns of the "audience"; Shows the ability to listen well and discern one's meaning.

Comments:

Job Requirement: Ability to establish and maintain effective working relationships internally and across organizations.

1	2	3	4	5
Unsatisfactory		Satisfactory		Superior
Demonstrates a lack of regard for the needs of staff; partners, and stakeholders; Relies on "power plays" to get results.		Espouses a "win-win" approach to **supervision** and other relationships; advocates a collaborative approach to decision-making; demonstrates effectiveness in maintaining the trust and confidence of key stakeholders and partners.		In addition to meeting the satisfactory criteria, demonstrates **political acumen** in planning and decision making; Provides examples of achieving results while preserving relationships.

Comments:

Technical Expertise –Note whether the candidate demonstrates management experience in the following areas:

Application Development using:
- ❑ Java
- ❑ .Net
- ❑ Cold Fusion

Database Administration
- ❑ MS-SQL
- ❑ Oracle
- ❑ Adabas
- ❑ MySQL
- ❑ Postgress
- ❑ DB2
- ❑ Other

- ❑ Data Warehousing
- ❑ Desktop workstation support
- ❑ Network Infrastructure planning, deployment and support
- ❑ Security (including HIPPA)
- ❑ Policy & Procedure development and implementation

Web Development
- ❑ 508 accessibility standards
- ❑ WCAG 1.0
- ❑ Content management

Other:
_____
_____
_____

Interview: Candidate Evaluation Form #2

Interviewer   _____   Date   _____

Candidate Name _____   Position _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position to which they have applied. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following.

1 – Unsatisfactory   2 – Satisfactory   3 – Average   4 - Above Average   5 - Exceptional

Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1   2   3   4   5

Comments:

Prior Work Experience - Has the candidate acquired similar skills or qualifications through past work experiences?

Rating: 1   2   3   4   5

Comments:

Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?

Rating: 1   2   3   4   5

Comments:

Verbal Communication - How were the candidate's communication skills during the interview?

Rating: 1   2   3   4   5

Comments:

Candidate Enthusiasm - How much interest did the candidate show in the position and the organization?

Rating: 1   2   3   4   5

Comments:

Knowledge of Organization - Did the candidate research the department/agency/State of Vermont prior to the interview?

Rating: 1   2   3   4   5

Comments:

Teambuilding/Interpersonal Skills - Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?

Rating: 1   2   3   4   5

Comments:

Initiative - Did the candidate demonstrate, through their answers, a high degree of initiative?

Rating: 1   2   3   4   5

Comments

Time Management - Did the candidate demonstrate, through their answers, good time management skills?

Rating: 1   2   3   4   5

Comments:

Customer Service - Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities?

Rating: 1   2   3   4   5

Comments:

Overall Impression and Recommendation - Final comments and recommendations for proceeding with the candidate.

Rating: 1   2   3   4   5

Comments: