

Interview Guide Rating Sheet

Rating Sheet

Candidate's Name: _____

Position: _____

Rate each competency on a scale of 1 to 3 by circling the rating.

3=Very Strong Evidence of Desired Competency (Provided several specific and complete examples).

2=Some Evidence of Desired Competency (Provided only one specific and complete example).

1=No Evidence of Desired Competency (Could not provide any specific examples or provided incomplete or vague examples).

Competency Name	Rating		
	1	2	3
_____	1	2	3
_____	1	2	3
_____	1	2	3
_____	1	2	3
_____	1	2	3

List candidate motivators identified as a result of questioning:

Rating Summary Sheet

Candidate's

Name: _____

Position: _____

Rate each competency on a scale from 1 to 3 by circling the rating.

3 = Very Strong Evidence of Desired Competency (Provided several specific and complete examples)

2 = Some Evidence of Desires Competency (Provided only one specific and complete example)

1 = No Evidence of Desired Competency (Could not provide any specific examples or provided incomplete or vague examples)

Record each interviewer's rating for each competency

Competency Name	Summary of Ratings		
	Interviewer Name	Interviewer Name	Interviewer Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List candidate motivators identified as a result of questioning:

Adapted from Davila, L and Kursmark L. How to Choose the Right Person for the Right Job Every Time. McGraw Hill, New York, 2005

Performance Skills (Behaviors) Competencies	
Performance skills (Behaviors) Competency:	
Top Performance Action(s) Required:	
Questions	Responses
1. Describe a situation in which you anticipated the future and made changes to current projects to meet future customer needs.	Situation: <input type="text"/>
	Actions: <input type="text"/>
Satisfied / Dissatisfied?	
	Results: <input type="text"/>
2. Describe a time when there were competitive threats in your market-place and you developed actions to compete.	Situation <input type="text"/>
	Actions <input type="text"/>
Satisfied / Dissatisfied?	
	Results <input type="text"/>
3. Give me an example of a time when you identified and assessed a new business opportunity.	Situation <input type="text"/>
	Actions <input type="text"/>
Satisfied / Dissatisfied?	
	Results <input type="text"/>