

Interview Rating Sheet for Non-Supervisory Positions

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|---|--|-----------|------------------|---------------------|-------------------|--------------------------|-------------------------------|--------------|
| Name: | | | Date: | | | | | |
| Position: | | Schedule: | | Requisition Number: | | | | |
| Interviewer Name: | | | | | | | | |
| | | | Excelling | Achieving | Developing | Needs Improvement | Unknown/Not Applicable | |
| | | | 4 | 3 | 2 | 1 | 0 | SCORE |
| Job Functions Meets position requirements Has general knowledge of the job functions | | | | | | | | |
| Communication Able to share thoughts clearly Can provide examples when answering questions Able to share key details and examples | | | | | | | | |
| Teamwork/Manage Conflict Discusses work and function with others and their roles Describes problem and speaks to steps of resolution Can find common ground and get cooperation | | | | | | | | |
| Collaboration Thinks beyond one's role – thinks of others needing to be included Provides a larger outlook on work Showing that can trust and depend on others | | | | | | | | |
| Team Shows understanding and trust in others Recounts actions taken and explains results of these actions Purposeful in work | | | | | | | | |
| Accountability Takes responsibility for own activities Follow through on commitments Acknowledges and learns from mistakes without blaming | | | | | | | | |
| Total Score | | | | | | | | |
| Confirm presentation of self and business approach for role? | | | | | | | Circle either: | |
| Came prepared for interview? | | | | | | | Yes or No | |
| Dressed appropriately, neat, and clean (presentable)? | | | | | | | Yes or No | |

| | |
|--|--|
| Summary Comments on Candidate's Qualifications | |
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| | |
| <input type="checkbox"/> Recommend for position (move to offer) <input type="checkbox"/> Recommend for another position (be specific: _____) <input type="checkbox"/> Do not recommend (required: explain why in Summary Comments) | |