

# Interview Rating Sheet

POSITION: \_\_\_\_\_ NAME OF CANDIDATE: \_\_\_\_\_

DATE: \_\_\_\_\_ NAME OF INTERVIEWER: \_\_\_\_\_

The Performance Skills to be evaluated include:	Very Strong evidence skill not present	Strong evidence skill not present	Some evidence skill is present	Strong evidence skill is present	Very strong evidence skill is present	Insufficient evidence for or against skill
1) Spoken Communication						
2) Interaction						
3) Commitment to task						
4) Sensitivity/Perception						
5) Versatility						
6) Organization & Planning						

RECOMMENDATION: HIRE/PROMOTE \_\_\_\_\_ NOT HIRE/PROMOTE \_\_\_\_\_

REASON FOR RECOMMENDATION: \_\_\_\_\_

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**\*KEY**

- Spoken Communication: Able to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listen well.
- Interaction: Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Commitment to task: Able to start and persist with specific courses of action while exhibiting high motivation and a sense of urgency; willing to commit to long hours of work and make personal sacrifice in order to reach goals.
- Sensitivity/Perception: Able to interpret verbal and non-verbal behavior; to develop accurate perception and understanding of others' feelings, needs, values, and opinions; to be sensitive to and aware of personality differences and conflicts.
- Versatility: Able to modify one's own behavioral style to respond to the needs of others while maintaining one's own objectives and sense of dignity.
- Organization and Planning: Able to organize or schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resource availability.

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