

The **Interview Response Rating Tool** outlines general expectations for the candidates' response to the interview questions. The purpose of this standard criteria is to ensure consistency and fairness throughout this stage of the selection process. You are encouraged to take detailed notes during each interview to capture the basis for your numerical response ratings.

Position Title: _____ **Recruitment #:** _____

Candidate Name: _____ **Date:** _____

Panelist Name: _____ **Final Rating:** _____

Interview Response Rating Tool

5	Excellent	Demonstrates a keen understanding of the concept or subject at hand. Response is well thought-out and well presented. Overall, response is complete, addresses all aspects of the question, and does not require probing or follow up.
4	Good	Response indicates a clear understanding of the concept or subject at hand. May not be as complete or thorough as an excellent response, but is overall complete, well-articulated, and addresses the question; potential is evident.
3	Adequate	A more cursory response that shows an adequate but less than thorough understanding of the concept or subject at hand. Response is not as in depth and may have missed some key points. Required some probing or follow-up.
2	Poor	Less than expected response, limited knowledge base. Response did not convey an adequate understanding of the question or concept. Response may be vague, incomplete, or off topic. Requires extensive probing or follow-up.
1	Inadequate	Does not provide an acceptable response to the question or fails to answer the question altogether. Does not convey the level of experience/expertise required in this position.

Please circle your rating for the candidate's response to the corresponding interview question using the above criteria

1. 5 4 3 2 1

2. 5 4 3 2 1

3. 5 4 3 2 1

4. 5 4 3 2 1

5. 5 4 3 2 1

6. 5 4 3 2 1

7. 5 4 3 2 1

8. 5 4 3 2 1

9. 5 4 3 2 1

10. 5 4 3 2 1

11. 5 4 3 2 1

12. 5 4 3 2 1

Supplemental Assessment

The **Supplemental Assessment** is an opportunity to further evaluate the candidate based on your observation and experience during the interview. *Note that this portion is not required.* However, if you choose to use the Supplemental Assessment as part of this process, it must be used for all of the candidates interviewed. You are encouraged to include comments to capture the basis for your numerical ratings.

How well did this candidate engage the panel?

5 - Very Engaging 4 - Fairly Engaging 3 - Indifferent 2 - Struggled to Connect

Comments:

On a scale of 1 – 5, how would you rate the candidate’s overall enthusiasm about this specific opportunity?

5 - very enthused/passionate/high energy; 1 –completely uninterested

Rating: _____

Comments:

On a scale of 1 – 5, how would you rate the candidate’s overall communication skills?

5 - very polished and articulate/excelled under pressure; 1 - difficult to comprehend responses/ disorganized, incompetent

Rating: _____

Comments: