

# Sample Rating Form

**Please note: The following competencies are examples and can be adjusted as needed. Typically, the role ideally will have 3 or more competencies.**

Panel Interview for the role of **XYZ**

**Candidate Name:**

**Interviewers:**

**Interview Date:**

Introduction:

1. Establish rapport
2. Introductions
3. Process: build rapport, introductions, ask candidate questions, candidate asks questions

**Competency 1 EXAMPLE:** Time Management

**Question 1 EXAMPLE:** Describe a situation that required you to do a number of things at the same time.

*Follow-up questions may be:*

- What was the result?
- What was the first step you took?
- What would you delegate?
- How do you prioritize?
- How do you keep track of your progress?
- What tools or processes, if any, do you use?
- How would you get feedback regarding how you are using your time?

**Notes for Question 1:**

**Competency 2 EXAMPLE:** Motivating Others

**Question 2 EXAMPLE:** Give an example of how you have been successful at empowering either a person or a group of people so that they could accomplish a task.

*Follow-up questions may be:*

- What was the task?
- Were you successful right away?
- If not, what steps did you take to become successful in empowering others?
- What was your first step?
- What was the result of the situation?
- What would you do differently next time?

**Notes for Question 2:**

**Candidate's questions for us:**

## Ratings

Please work with your team to discuss examples of responses that are unacceptable, acceptable, and exceptional.

### Competency 1 EXAMPLE: Time Management

| <b>Unacceptable (rating of 1)</b>  | <b>Acceptable (rating of 3)</b>   | <b>Exceptional (rating of 5)</b>  |
|--|---|---|
| <ul style="list-style-type: none"> <li>- Acknowledge that even though you work hard, not everything will get done, but don't mention to manager</li> <li>- X</li> <li>- Y</li> </ul> | <ul style="list-style-type: none"> <li>- Identifies the problem of not having enough time to get everything done but doesn't know what to do to effectively address it</li> <li>- X</li> <li>- Y</li> </ul> | <ul style="list-style-type: none"> <li>- Take steps to determine how long each project may take and where you may have down time</li> <li>- X</li> <li>- Y</li> </ul> |

### Competency 2 EXAMPLE: Motivating Others

| <b>Unacceptable (rating of 1)</b>  | <b>Acceptable (rating of 3)</b>   | <b>Exceptional (rating of 5)</b>  |
|--|---|---|
| <ul style="list-style-type: none"> <li>- Only focuses on themselves and what they can do to stay personally motivated</li> <li>- X</li> <li>- Y</li> </ul> | <ul style="list-style-type: none"> <li>- Motivates others a little bit but then stops caring once others are contributing to the cause</li> <li>- X</li> <li>- Y</li> </ul> | <ul style="list-style-type: none"> <li>- Uses effective techniques to make others feel excited and empowered to do the task at hand – focuses on collaboration and everyone being motivated together</li> <li>- X</li> <li>- Y</li> </ul> |

### **Compiled Ratings (ADJUST FOR NUMBER OF INTERVIEWERS ON PANEL):**

| <b>Competency</b>    | <b>Int. #1</b> | <b>Int. #2</b> | <b>Int. #3</b> | <b>Int. #4</b> | <b>Composite</b> |
|----------------------|----------------|----------------|----------------|----------------|------------------|
| Time Management      | 5              | 3              | 1              | 2              | 11               |
| Motivating Others    | 5              | 3              | 3              | 4              | 15               |
| XYZ                  | 5              | 4              | 5              | 4              | 18               |
| <b>Final Ratings</b> | <b>15</b>      | <b>10</b>      | <b>9</b>       | <b>10</b>      | <b>44</b>        |

Use the final ratings to rank your candidates to determine if you would like to recommend them for another interview or final candidate selection.

**Result:** Recommend or Not Recommend?