**Interviewee Evaluation Rubric**

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| --- | --- |
| Name of Candidate: | Date of Interview: |
| Position: | Program: |
| Interviewer(s): | Relevant Experience: |
| Education: | Supervisory Experience: |

**Instructions**: For each of the interview criteria listed below, the interviewer must mark the candidate as above standard, meets standard or below standard. Write job-related, specific comments in the space provided below each section. Consistency to be among all candidates interviewed for specific position.

**Agency Related Criteria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Above Standard: 3 Points | Meets Standard: 2 Points | Below Standard: 1 Point | Rating |
| **Resume** | * Resume is professional and neat * Resume is free of errors * Resume provides many examples of transferable skills. | * Resume is professional and neat * Resume has few errors * Resume has few examples of transferable skills | * Resume is not neat or professional * Resume has several errors * Resume has no examples of transferable skills. |  |
| **Comments:** | | | | |
|  | Above Standard: 3 Points | Meets Standard: 2 Points | Below Standard: 1 Point | Rating |
| **Education** | * Candidate possesses higher level credentialing than required | * Candidate possesses required level of credentialing. | * Candidate does not possess exact credentialing, but may qualify for waiver. |  |
| **Comments:** | | | | |
|  | Above Standard: 3 Points | Meets Standard: 2 Points | Below Standard: 1 Point | Rating |
| **Prior Work Experience** | * Candidate has had more than preferred amount of experience. | * Candidate has preferred amount of experience. | * Candidate does not have preferred amount of experience. |  |
| **Comments:** | | | | |
|  | Above Standard: 3 Points | Meets Standard: 2 Points | Below Standard: 1 Point | Rating |
| **Code of Ethics** | * Candidate’s response to ethical question did align with NAEYC Code of Conduct and candidate’s answer demonstrated ability to adhere to Code of Conduct in any situation. | * Candidate’s response to ethical question did align with NAEYC Code of Conduct. | * Candidate’s response to ethical question did not align with NAEYC Code of Conduct. |  |
| **Comments:** | | | | |

**Programmatic Position Specific Criteria**

**(THESE ARE MEANT TO SERVE AS EXAMPLE ONLY. Please fill in and make rubric specific to your program and the position, leave criteria heading the same.)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Above Standard: 3 Points | | | Meets Standard: 2 Points | Below Standard: 1 Point | | | Rating |
| **Interview Content** | * Candidate’s interview content indicated many transferrable skills. | | | * Candidate’s interview content indicated several transferrable skills. | * Candidate’s interview content did not indicate any, or very few, transferrable skills. | | |  |
| **Comments:** | | | | | | | | |
|  | Above Standard: 3 Points | | | Meets Standard: 2 Points | Below Standard: 1 Point | | | Rating |
| **Verbal Communication** | * Candidate displayed exceptional verbal communication skills. | | | * Candidate displayed adequate verbal communication skills. | * Candidate displayed inadequate verbal communication skills. | | |  |
| **Comments:** | | | | | | | | |
|  | Above Standard: 3 Points | | | Meets Standard: 2 Points | Below Standard: 1 Point | | Rating | |
| **Time Management Skills** | * Candidate effectively demonstrated adequate time management skills in all instances provided during interview/assignment. | | | * Candidate effectively demonstrated adequate time management skills in several instances during interview/assignment. | * Candidate was unable to effectively demonstrate adequate time management skills. | |  | |
| **Comments:** | | | | | | | | |
|  | Above Standard: 3 Points | | | Meets Standard: 2 Points | Below Standard: 1 Point | Rating | | |
| **Written Assignment** | * Candidate’s assignment was exceptional. | | | * Candidate’s assignment was adequate. | * Candidate’s assignment was inadequate. |  | | |
| **Comments:** | | | | | | | | |
|  | | Above Standard: 3 Points | Meets Standard: 2 Points | | Below Standard: 1 Point | Rating | | |
| **Technological Skills** | | * Candidate’s demonstrated technological skills are more than adequate for the position. | * Candidate’s demonstrated technological skills are adequate for the position. | | * Candidate’s demonstrated technological skills are inadequate for the position. |  | | |
| **Comments:** | | | | | | | | |

**Overall Impression, Additional Comments, and Rubric Score**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Above Standard: 3 Points | Meets Standard: 2 Points | Below Standard: 1 Point | Rating |
| **Overall Impression** | * Candidate’s interview content and demonstrated skills were exceptional for this position. | * Candidate’s interview content and demonstrated skills were adequate for the position. | * Candidate’s interview content and demonstrated skills were not adequate for the position. |  |
| **Comments:** | | | | |

|  |  |
| --- | --- |
| **Rating Totals** | |
| **Interview Criteria** | **Score** |
| **Resume** |  |
| **Education** |  |
| **Experience** |  |
| **Code of Ethics** |  |
| **Interview Content** |  |
| **Verbal Communication** |  |
| **Time Management** |  |
| **Written Assignment** |  |
| **Technological Skills** |  |
| **Overall Impression** |  |
| **Total Score** |  |
| **Average Score** |  |

**Additional Comments**