

Interviewee Evaluation Rubric

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	<input type="checkbox"/> Resume is professional and neat <input type="checkbox"/> Resume is free of errors <input type="checkbox"/> Resume provides many examples of transferable skills.	<input type="checkbox"/> Resume is professional and neat <input type="checkbox"/> Resume has few errors <input type="checkbox"/> Resume has few examples of transferable skills	<input type="checkbox"/> Resume is not neat or professional <input type="checkbox"/> Resume has several errors <input type="checkbox"/> Resume has no examples of transferable skills.	

Comments:

	Above Standard: 3 Points	Meets Standard: 2 Points	Below Standard: 1 Point	Rating
Education	<input type="checkbox"/> Candidate possesses higher level credentialing than required	<input type="checkbox"/> Candidate possesses required level of credentialing.	<input type="checkbox"/> 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	<input type="checkbox"/> Candidate has had more than preferred amount of experience.	<input type="checkbox"/> Candidate has preferred amount of experience.	<input type="checkbox"/> 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	<input type="checkbox"/> 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.	<input type="checkbox"/> Candidate's response to ethical question did align with NAEYC Code of Conduct.	<input type="checkbox"/> 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	<input type="checkbox"/> Candidate's interview content indicated many transferrable skills.	<input type="checkbox"/> Candidate's interview content indicated several transferrable skills.	<input type="checkbox"/> 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	<input type="checkbox"/> Candidate displayed exceptional verbal communication skills.	<input type="checkbox"/> Candidate displayed adequate verbal communication skills.	<input type="checkbox"/> Candidate displayed inadequate verbal communication skills.	
Comments:				
	Above Standard: 3 Points	Meets Standard: 2 Points	Below Standard: 1 Point	Rating
Time Management Skills	<input type="checkbox"/> Candidate effectively demonstrated adequate time management skills in all instances provided during interview/assignment.	<input type="checkbox"/> Candidate effectively demonstrated adequate time management skills in several instances during interview/assignment.	<input type="checkbox"/> 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	<input type="checkbox"/> Candidate's assignment was exceptional.	<input type="checkbox"/> Candidate's assignment was adequate.	<input type="checkbox"/> Candidate's assignment was inadequate.	
Comments:				
	Above Standard: 3 Points	Meets Standard: 2 Points	Below Standard: 1 Point	Rating
Technological Skills	<input type="checkbox"/> Candidate's demonstrated technological skills are more than adequate for the position.	<input type="checkbox"/> Candidate's demonstrated technological skills are adequate for the position.	<input type="checkbox"/> 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	<input type="checkbox"/> Candidate's interview content and demonstrated skills were exceptional for this position.	<input type="checkbox"/> Candidate's interview content and demonstrated skills were adequate for the position.	<input type="checkbox"/> 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