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.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Recruitment #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Name:</td>
<td>Date:</td>
</tr>
<tr>
<td>Panelist Name:</td>
<td>Final Rating:</td>
</tr>
</tbody>
</table>

**Interview Response Rating Tool**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Excellent</td>
</tr>
<tr>
<td>4</td>
<td>Good</td>
</tr>
<tr>
<td>3</td>
<td>Adequate</td>
</tr>
<tr>
<td>2</td>
<td>Poor</td>
</tr>
<tr>
<td>1</td>
<td>Inadequate</td>
</tr>
</tbody>
</table>

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.

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**How well did this candidate engage the panel?**

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

Comments:

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**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:

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**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: