

Interview Ranking Worksheet

This form will identify the top ranked candidates using measured scoring. It should be used in conjunction with the Interview Evaluation Form and the Interview Summary Worksheet. Using the results from the Interview Summary Worksheet, enter the AVERAGE scores for each candidate in the table below. If desired, enter a weight for each area evaluated. Multiply the weight by the Candidates AVERAGE and enter the weighted average.

		Candidates		
	Weight			
Relevant educational background				
Related work experience				
Related computer skills				
Verbal communication skills				
Written communication skills				
Attention to detail				
Takes Initiative				
Integrity				
Cooperation				
Stress tolerance				
Learning ability				
Interpersonal skills				
Attitude towards this position				
Professional demeanor				
Overall impression				