

## Interview Rating—Weighted Approach

Applicant's Name: \_\_\_\_\_

Position: \_\_\_\_\_ Title: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** After listing the questions as they will be asked of each candidate, use the weight scale listed below to assign a weight to each question according to its importance to success on the job.

Use the five point rating scale to evaluate the candidate's answer to each of the questions listed.

**Weights**

- 3=Critical/vital for job success
- 2=Very important
- 1=Important

**Ratings**

- 5=Excellent
- 4=Very Good
- 3=Good
- 2=OK
- 1=Insufficient

**I. Document interview questions as asked of each candidate.**

**Weight      Rating      Result**

1. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

2. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

3. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

4. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

5. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

6. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

7. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

8. \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

**Interview Rating—Weighted Approach (cont.)**

Applicant's Name: \_\_\_\_\_

**Weights**

- 3=Critical/vital for job success
- 2=Very important
- 1=Important

**Ratings**

- 5=Excellent
- 4=Very Good
- 3=Good
- 2=OK
- 1=Insufficient

Document interview questions as asked of each candidate.	Weight	Rating	Result
9.	9. _____	X _____	= _____
10.	10. _____	X _____	= _____
11.	11. _____	X _____	= _____
12.	12. _____	X _____	= _____
13.	13. _____	X _____	= _____
14.	14. _____	X _____	= _____
15.	15. _____	X _____	= _____
16.	16. _____	X _____	= _____
17.	17. _____	X _____	= _____

**Total:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Evaluator

## Interview Score Sheet

To be completed by Committee Chair

List each committee member's initials in the box directly under CM. Then enter the score of each applicant.

	↓ Name of Applicant ↓	CM	CM	CM	CM	CM	Totals
	Initials of committee members →						
1							
2							
3							
4							
5							
6							
7							
8							
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24							
25							
26							
27							
28							
29							
	Totals						