

PRAC - Interview Evaluation Methods:

Option A: 5 Point Rating

Rating Scale:	5. Outstanding	2. Below Average—Does not meet requirements
	4. Excellent-exceeds requirements	1. Unable to determine or not applicable to this candidate
	3. Competent—acceptable proficiency	

	Rating				
	5	4	3	2	1

(Each question or criteria is entered and evaluated during the initial resume review or interview.)

Option B: 5 Scoring with Weighting

<p>Scoring: 0 – No answer/examples given or answer completely irrelevant. 1 – A few good points but main issues missing. No examples/irrelevant examples given. 2 – Some points covered, not all relevant. Some examples given. 3 – Some points covered. Relevant information given. Some examples given. 4 – Good answer. Relevant information. All or most points covered. Good examples.</p> <p>Weighting – questions can be weighted 1 (low importance) or 2 (high importance) to reflect their overall importance to the position.</p>
--

Competency/position specific criteria	Related Question (s)	Weight (1-2)	Score (0-5)	Total

Total Score (questions) _____

Competency/position specific criteria	Related Assessment (test)s	Weight (1-2)	Score (0-5)	Total

Total Score (tests)

Option C: Forced Ranking

Candidates are simply ranked in the order of preference after the evaluation or interview process.

Option D: Piling

Create 5 piles:

Pile 1 – unacceptable – do not move forward

Pile 2 – below average

Pile 3 – average

Pile 4 – above average

Pile 5 – well qualified