**Please refer to Tips 2.1.2. – Recruitment & Selection Process for more information.**

**CONFIDENTIAL**

**SELECTION PROCESS**

**<POSITION TITLE>**

**Included in this package:**

* Selection Criteria
* Interview Questions
* Rating Scale

Prepared for:

<Enter>

Prepared by:

<Enter>

**<POSITION TITLE>**

**INTERVIEW RATING GUIDE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s Name:** |  | **Date &Time:** |  |
| **Committee Member’s Name:** |  | **Title:** |  |

**General Interview Format:**

**Welcome and overview of the process:**

* Introduce candidates to Committee Members
  + The interview will take approximately <enter length of time> hours
  + A number of questions will be asked which relate to the role of <enter position>
  + Different members of the Committee will be asking questions throughout the interview
  + You will have the opportunity to ask questions about the role, process or any additional items regarding this process at the end of the interview

**Hiring Manager to speak briefly about the organization (5 minutes max.)**

|  |  |
| --- | --- |
| **Criteria:**   1. **xxx** | Elements of a Strong Response:   * xx * xx * xx |
| QUESTION:   * xx * xx * xx | |
| **NOTES:** | |

|  |  |
| --- | --- |
| **Criteria:**   1. **xx** | Elements of a Strong Response:   * x * x * x |
| QUESTION:   * xx * xx * xx | |
| **NOTES:** | |

|  |  |
| --- | --- |
| **Criteria:**   1. **xx** | Elements of a Strong Response:   * x * x * x |
| QUESTION:   * xx * xx * xx | |
| **NOTES:** | |

|  |  |
| --- | --- |
| **Criteria:**   1. **xx** | Elements of a Strong Response:   * x * x * x |
| Question:     * xx * xx * xx | |
| **NOTES:** | |

|  |  |
| --- | --- |
| **Criteria:**  **Additional Questions as Required by the Interview Panel** | Any additional information provided here should be taken into consideration in the evaluation of individual criteria. |
| Question:  Directed to the Selection Committee:  Was here anything missing in the interview for you to make a decision – if so, please ask the candidate | |
| **NOTES:** | |

At the end of the interview process, Hiring Manager:

* Ask the Candidate if she or he has any questions for the Committee?
* Advise if they are selected to move to the next level, they will require references.
* Outline next steps:
  + Timing
  + Thank the candidate for their time and participation

**Rating:** (for Committee Members)

* There will be a minimum of 15 minutes between interviews. Committee Members will individually rate the candidates at that time.
* The Hiring manager will facilitate a discussion with the goal of achieving a consensus on a Committee rating.

**Rating Criteria**

1. xx
2. xx
3. xx
4. xx
5. xx
6. xx
7. xx
8. xx
9. xx
10. xx

|  |
| --- |
| *Determines the degree to which the candidate response reflects the optimal responses*  *Definition of Ratings:*  **0** No elements of a strong response  **1** Some elements of a strong response provided with some depth  **2** Meets elements of a strong response moderate depth  **3**  Exceeds elements of a strong response in considerable depth  **4** Exceeds all or most elements of a strong response in considerable depth |

**Rating Form**

Candidate’s Name:

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **SCORE**  **0-1-2-3-4** | **FACTOR**  **1 - 2 - 3** | **RATING** |
| 1. xx |  | X 2 = |  |
| 1. xx |  | X 2 = |  |
| 1. xx |  | X 3 = |  |
| 1. xx |  | X 3 = |  |
| 1. xx |  | X 3 = |  |
| 1. xx |  | X 3 = |  |
| 1. xx |  | X 3 = |  |
| 1. xx |  | X 2 = |  |
| 1. xx |  | X 3 = |  |
| 1. xx |  | X 2 = |  |

|  |  |  |
| --- | --- | --- |
| **OVERALL TOTAL:** |  |  |