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## Candidate Evaluation Form - Template

Candidate:

Interviewer:

Date:

**Please rate candidate on scale of 1-4 based on whether they hit our bar in each specific must-have:**

- 4 = Solidly meets the bar
- 3 = Yes, with some concerns
- 2 = Evidence points to no
- 1 = Big Red Flag in this area

*NOTE: The numbers are a rough guide – we care more about your impressions, questions, and thoughts on overall fit, particular strengths and/or flags than we do about the numbers themselves; they’re just a helpful shorthand. Ultimately, hiring managers will make final decisions weighing various needs and trade-offs.*

<b>One-sentence profile (from <a href="#">Figuring Out the Role worksheet</a>):</b>		
<b>Must-have</b> <i>(These describe a 4. This is not the highest ideal; it’s a description of the fundamentals on the theory that we can teach people beyond this)</i>	<b>1-4</b>	<b>Comments/Examples/Evidence</b> <i>Please note 1-2 examples of what you observed; If you have questions or concerns, include those here</i>
<b>Must-have #1:</b> • • •		
<b>Must-have #2:</b> • • •		
<b>Must-have #3:</b> • • •		
<b>Must-have #4:</b> • • •		
<b>Must-have #5:</b> • • •		
<b><u>Other comments</u></b>		
<b>Overall recommendation:</b>		

# Candidate Evaluation Form - Organizer Role Sample

Candidate:

Interviewer:

Date:

**Please rate candidate on scale of 1-4 based on whether they hit our bar in each specific must-have:**

4 = Solidly meets the bar    3 = Yes, with some concerns    2 = Evidence points to no    1 = Big Red Flag in this area

*NOTE: The numbers are a rough guide – we care more about your impressions, questions, and thoughts on overall fit, particular strengths and/or flags than we do about the numbers themselves; they’re just a helpful short-hand. Ultimately, hiring managers will make final decisions weighing various needs and trade-offs.*

<b>One-sentence profile:</b> An equity-minded relationship-builder who will do whatever it takes to hit ambitious goals		
<b>Must-have</b> <i>(These describe a 4. This is not the highest ideal; it's a description of the fundamentals on the theory that we can teach people beyond this)</i>	<b>1-4</b>	<b>Comments/Examples/Evidence</b> <i>Please note 1-2 examples of what you observed; If you have questions or concerns, include those here</i>
<p><b><u>Strong leadership and management abilities</u></b></p> <ul style="list-style-type: none"> <li>● Motivates &amp; inspires others to take action and sign up for responsibilities that stretch the person's comfort zone.</li> <li>● Able to develop others through coaching, training, and feedback.</li> <li>● Knows when/how to delegate; holds team accountable to meeting goals through a mix of inspiration and urgency.</li> <li>● Can connect with others and quickly gain trust from volunteers, staff, community members, and coalition partners, including in particular across lines of difference.</li> </ul> <p><i>(Previous supervision experience is NOT a must-have)</i></p>		
<p><b><u>Racial equity and inclusion experience, skills, and values</u></b></p> <ul style="list-style-type: none"> <li>● Deeply believes that racial equity and social justice are important and is driven to act on this belief.</li> <li>● Recognizes ways that race and other identities intersect and play out in the work, especially with communities we serve.</li> <li>● Understands the historical context for racial inequity, and its present-day implications.</li> <li>● Continually able to hear, reflect, and act on feedback re: identity and equity with the aim to learn.</li> </ul>		
<p><b><u>Self-driven work ethic &amp; resilience:</u></b></p> <ul style="list-style-type: none"> <li>● Strong sense of ownership over goals</li> <li>● Willing to go over, under, around, or through any barrier that might get in the way of meeting their goals.</li> <li>● Bounces back from setbacks and rejections (wouldn't be discouraged by getting hung up on a lot).</li> </ul>		
<p><b><u>Culture fit</u></b></p> <ul style="list-style-type: none"> <li>● Flexible and able to adapt to shifting priorities.</li> <li>● Enthusiastically offers and accepts support, ideas, and feedback from colleagues.</li> <li>● Actively invites feedback and can quickly implement it.</li> </ul>		
<p><b><u>Other comments</u></b></p>		
<b>Overall recommendation:</b>		

## Candidate Evaluation Form - Admin Role Sample

Candidate:

Interviewer:

Date:

**Please rate candidate on scale of 1-4 based on whether they hit our bar in each specific must-have:**

4 = Solidly meets the bar    3 = Yes, with some concerns    2 = Evidence points to no    1 = Big Red Flag in this area

*NOTE: The numbers are a rough guide – we care more about your impressions, questions, and thoughts on overall fit, particular strengths and/or flags than we do about the numbers themselves; they’re just a helpful short-hand. Ultimately, hiring managers will make final decisions weighing various needs and trade-offs.*

<b>One-sentence profile:</b> A highly efficient, detail-oriented person who has racial equity competency and is great with people.		
<b>Must-have</b> <i>(These describe a 4. This is not the highest ideal; it's a description of the fundamentals on the theory that we can teach people beyond this)</i>	<b>1-4</b>	<b>Comments/Examples/Evidence</b> <i>Please note 1-2 examples of what you observed; If you have questions or concerns, include those here</i>
<p><b><u>Manages a high volume of work with efficiency</u></b></p> <ul style="list-style-type: none"> <li>Strategically prioritizes tasks to maximize time without sacrificing quality.</li> <li>Already has, or can quickly create an air-tight system for keeping details from slipping through the cracks.</li> </ul>		
<p><b><u>High level of attention to detail and thoroughness</u></b></p> <ul style="list-style-type: none"> <li>Triple-checks mistakes and doesn't let even small errors slide</li> <li>Notices errors that others might overlook and circles back to fix them, even after their work has been mostly finalized.</li> </ul>		
<p><b><u>Customer service sensibility, and resilience</u></b></p> <ul style="list-style-type: none"> <li>Empathizes with clients and is able to put them at ease, even (especially) when there are cultural differences or communication barriers.</li> <li>Is always pleasant and professional with clients and doesn't get easily flustered, impatient, or antagonistic.</li> <li>Can balance making people who need things from them feel good while staying firm on what's possible (even when clients or colleagues aren't at their best).</li> </ul>		
<p><b><u>Racial equity and inclusion experience, skills, and values</u></b></p> <ul style="list-style-type: none"> <li>Deeply believes that racial equity and social justice are important and is driven to act on this belief.</li> <li>Recognizes ways that race and other identities (historically and presently) intersect and play out in the work, especially for clients and community members.</li> <li>Continually able to hear, reflect, and act on feedback re: identity and equity with the aim to learn.</li> </ul>		
<p><b><u>Culture fit</u></b></p> <ul style="list-style-type: none"> <li>Flexible and able to adapt to changing plans and priorities.</li> <li>Actively invites feedback and can quickly implement and adapt to it.</li> <li>Comes across as genuine and says what they mean.</li> </ul>		
<p><b><u>Other comments</u></b></p>		
<b>Overall recommendation:</b>		

# Candidate Evaluation Form - Admin Role Sample (Filled Out)

Candidate:

Interviewer:

Date:

**Please rate candidate on scale of 1-4 based on whether they hit our bar in each specific must-have:**

4 = Solidly meets the bar    3 = Yes, with some concerns    2 = Evidence points to no    1 = Big Red Flag in this area

*NOTE: The numbers are a rough guide – we care more about your impressions, questions, and thoughts on overall fit, particular strengths and/or flags than we do about the numbers themselves; they’re just a helpful short-hand. Ultimately, hiring managers will make final decisions weighing various needs and trade-offs.*

<b>One-sentence profile:</b> A highly efficient, detail-oriented person who has racial equity competency and is great with people.		
<b>Must-have</b> <i>(These describe a 4. This is not the highest ideal; it’s a description of the fundamentals on the theory that we can teach people beyond this)</i>	<b>1-4</b>	<b>Comments/Examples/Evidence</b> <i>Please note 1-2 examples of what you observed; If you have questions or concerns, include those here</i>
<p><b><u>Manages a high volume of work with efficiency</u></b></p> <ul style="list-style-type: none"> <li>Strategically prioritizes tasks to maximize time without sacrificing quality.</li> <li>Already has, or can quickly create an air-tight system for keeping details from slipping through the cracks.</li> </ul>	4	<ul style="list-style-type: none"> <li>Great instincts during the exercise, esp re: prioritizing</li> <li>I liked their idea about using tags to improve our system.</li> <li>Note - there’s a chance I might be biased, because they remind me of one of my favorite former co-workers.</li> </ul>
<p><b><u>High level of attention to detail and thoroughness</u></b></p> <ul style="list-style-type: none"> <li>Triple-checks mistakes and doesn’t let even small errors slide</li> <li>Notices errors that others might overlook and circles back to fix them, even after their work has been mostly finalized.</li> </ul>	4	<ul style="list-style-type: none"> <li>Passed the written exercise with flying colors!</li> <li>Appreciated the anecdote about fixing a shipping error at their last job.</li> </ul>
<p><b><u>Customer service sensibility, and resilience</u></b></p> <ul style="list-style-type: none"> <li>Empathizes with clients and is able to put them at ease, even (especially) when there are cultural differences or communication barriers.</li> <li>Is always pleasant and professional with clients and doesn’t get easily flustered, impatient, or antagonistic.</li> <li>Can balance making people who need things from them feel good while staying firm on what’s possible (even when clients or colleagues aren’t at their best).</li> </ul>	3	<ul style="list-style-type: none"> <li>Not a lot of experience in customer or client-facing roles to draw from</li> <li>Answers to our simulation questions show that they have the right attitude and can keep their cool</li> </ul>
<p><b><u>Racial equity and inclusion experience, skills, and values</u></b></p> <ul style="list-style-type: none"> <li>Deeply believes that racial equity and social justice are important and is driven to act on this belief.</li> <li>Recognizes ways that race and other identities (historically and presently) intersect and play out in the work, especially for clients and community members.</li> <li>Continually able to hear, reflect, and act on feedback re: identity and equity with the aim to learn.</li> </ul>	2.5	<p>I have some doubts about their ability to get beneath the surface of equity and identity issues, though they seem very open to learning.. I’d like to hear more about how they see themselves improving/building on this competency</p>
<p><b><u>Culture fit</u></b></p> <ul style="list-style-type: none"> <li>Flexible and able to adapt to changing plans and priorities.</li> <li>Actively invites feedback and can quickly implement and adapt to it.</li> <li>Comes across as genuine and says what they mean.</li> </ul>	4	<p>Very very eager and comes across as authentic.</p>
<p><b><u>Other comments</u></b></p>		
<b>Overall recommendation:</b> Yes to moving onto the next round, but probe more into racial equity competency		