

Rubric Creation Worksheet

Rubrics can be used for determining who to interview and assessing candidates that you interview. No rubric is perfect and so it is very important to take good notes during the interview process in order to go back and reflect on candidate's skills and abilities.

Who to Interview Rubric

How to Score

UNKNOWN/NO EXPERIENCE (1) Did not indicate any experience/ knowledge of key area.

LIMITED EXPERIENCE (2) Has some experience/ shows familiarity with the key area.

HIGH EXPERIENCE (3) Has solid experience, mentions knowledge/skills/abilities that are at or above what is asked for in the job ad.

Reviewer Name	Candidate Name #1	Candidate Name #2	Candidate Name #3	Candidate Name #4
Do they meet the Minimum Qualifications? 1. 2. 3. (Yes/No/Maybe)				
Key Area #1				
Key Area #2				
Key Area #3				

Key Area #4				
Values Alignment 1. 2. 3.				
TOTAL				
Notes				
Bring them in for an interview? (Yes/No/Maybe)				

Interview Rubric

How to Score

WEAK (1) Has little to no knowledge/understanding/experience of this area. Does not show necessary skills in the topic.

DEVELOPING (2) Has little to no experience, but shows a growing level of knowledge and understanding in this area. Shows they have interest in gaining more skills in this area.

STRONG (3) Has a solid understanding and knowledge/experience in this area. Shows that they have navigated this topic in previous environments.

EXCEPTIONAL (4) Excels in their knowledge/understanding/experience in this area. Shows that they have enhanced their understanding and knowledge of this area.

Reviewer Name:

Candidate Name:

Date:

Question #1		
Score		Notes:
Question #2		
Score		Notes:
Question #3		
Score		Notes:
Question #4		
Score		Notes:
Question #5		
Score		Notes:
Candidate Question #1		
Notes:		
Candidate Question #2		
Notes:		
Candidate Question #3		
Notes:		

TOTAL SCORE:

Other Comments on the Candidate's ability to perform the job: