Interview Rating Sheet

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| **Performance Area** | **Evidence** | **Comments** |
| **Little/No evidence** | **Some evidence** | **Strong evidence** |
| **Self-Directed*** Works independently with minimal supervision.
* Identifies and focuses on the most important things that need to be done
* Takes general work assignments and identifies the important elements, the proper sequence to accomplish these elements, and other parties who should be involved.
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| **Learning Aptitude*** Learns new tasks and information quickly and easily.
* Handles a variety of rapidly flowing information and ideas at once.
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| **Dependability*** Sets and accomplishes challenging job-related goals and objectives.
* Reliably keeps promises and follows through on commitments
* Takes “ownership” of personal work responsibilities
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| **Self-Organizational Skills*** Defines and arranges work in a logical and efficient manner.
* Independently establishes work priorities and focuses on most important and time sensitive work.
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| **Verbal Communications*** Discusses ideas in a clear, succinct, organized, and interesting manner.
* Correctly uses words and language.
* Demonstrates attention to and conveys understanding of the comments of others.
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