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. |  |  |  |  |
| **Learning Aptitude**   * Learns new tasks and information quickly and easily. * Handles a variety of rapidly flowing information and ideas at once. |  |  |  |  |
| **Dependability**   * Sets and accomplishes challenging job-related goals and objectives. * Reliably keeps promises and follows through on commitments * Takes “ownership” of personal work responsibilities |  |  |  |  |
| **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. |  |  |  |  |
| **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. |  |  |  |  |