

Structured

Rating Responses

A rating scale is the basis on which all candidates are evaluated and helps minimize the potential for bias in the hiring process. Panel members should rate each response based on how well the candidate demonstrateV their ability to meet or exceed the job requirement that is being assessed in the question. At the end of the interview process, scores can be used to fairly and objectively compare candidates in determining who is most qualified for the role.

When developing the interview questions, the panel should establish a criteria for scoring each response. How would you define a response that “meets requirements”? What type and to what level of knowledge, skills or experience do you expect the candidate to demonstrate? It’s important that the panel have a shared understanding of the rating criteria to ensure scores are consistent and meaningful.

| | | | | |
|----------------------------|-----------------------|-----------------------|-------------------------|-----------------------------|
| # _____ | Panel Member: | | | |
| Question | | | | |
| Competency / Qualification | | | | |
| Response | | | | |
| 1 ±Significant Gap | 2 ±Below Requirements | 3 ±Meets Requirements | 4 ±Exceeds Requirements | 5 ±Far Exceeds Requirements |

| | | | | |
|----------------------------|-----------------------|-----------------------|--|--|
| # _____ | Panel Member: | | | |
| Question | | | | |
| Competency / Qualification | | | | |
| Response | | | | |
| 1 ±Significant Gap | 2 ±Below Requirements | 3 ±Meets Requirements | | |

| | | | | |
|----------------------------|-----------------------|-----------------------|-------------------------|-----------------------------|
| # _____ | Panel Member: | | | |
| Question | | | | |
| Competency / Qualification | | | | |
| Response | | | | |
| 1 ±Significant Gap | 2 ±Below Requirements | 3 ±Meets Requirements | 4 ±Exceeds Requirements | 5 ±Far Exceeds Requirements |

| | | | | |
|----------------------------|-----------------------|-----------------------|--|--|
| # _____ | Panel Member: | | | |
| Question | | | | |
| Competency / Qualification | | | | |
| Response | | | | |
| 1 ±Significant Gap | 2 ±Below Requirements | 3 ±Meets Requirements | | |

Structured Interview Template

| | | | | |
|----------------------------|------------------------|------------------------|--------------------------|------------------------------|
| # _____ | Panel Member: | | | |
| Question | | | | |
| Competency / Qualification | | | | |
| Response | | | | |
| 1 – Significant Gap | 2 – Below Requirements | 3 – Meets Requirements | 4 – Exceeds Requirements | 5 – Far Exceeds Requirements |

Interview Close

Ask the candidate if there are any questions and provide responses.