



Use a Rating Framework to Evaluate Candidates



Rating Framework

When taking notes during an interview, it's important to use a framework to compare candidates against qualifications required for a role, not against each other.

Incorporate the following sample ratings shorthand to help you quickly log your evaluation in your notes. But, be thoughtful and consider the competencies for which you're evaluating.

Sample Ratings

1	Doesn't Meet Expectations	i.e., candidate doesn't show any relevant abilities, behaviors, or results
2	Inconsistently Meets Expectations	i.e., candidate is below average for someone in this role
3	Consistently Meets Expectations	i.e., candidate is average for someone in this role, but can do the job
4	Consistently Meets and Sometimes Exceed Expectations	i.e., candidate is impressive for someone in this role and is ideal for the job
5	Consistently Exceed Expectations	i.e., candidate's skills are beyond what's required for the job and is possibly overqualified