Appendix B-1
SAMPLE ADMINISTRATIVE CANDIDATE RATING FORM

____________________ (AP Title)

Candidate: ______________________________ Review Date __________

After reviewing the application letter, resume’ and recommendations (if applicable), please rate the following criteria on a scale of 1 to 5, with 5 being the highest:

1. References _____

2. Preparation Provided by Prior Work Experience _____

3. Knowledge of or Ability to Adapt to Department Needs _____

4. Other Comments: _____

Total Candidate Score _____

Should we interview this candidate? ____yes ____no ____unsure

_______________________________ _______________
Reviewer Date

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1 List skills and abilities required for successful performance of the job. Included on this table are a mix of general skills and more specific skills to aid in generating ideas for the types of skills that should be listed for assessment, dependent on the position.