

Appendix B-1 SAMPLE ADMINISTRATIVE CANDIDATE RATING FORM

_____ (AP Title)

Candidate: _____

Review Date _____

Credentials, Skills, and Abilities¹	Yes	No	Not clear
Bachelor's Degree			
Managerial Experience			
Event Planning Experience			
Supervisory Experience			
Office Tech Experience			
Desired			
Master's Degree			
Desired Specialization			

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

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.