# Creating a Rating Scale to Evaluate Candidates Responses

Once you have developed or identified your behavioral interview questions, you will need to create an appropriate rating scale for your questions. A rating scale is the basis on which all candidates are evaluated.

An interview rating scale can provide a quantitative basis for comparison between interviewers, enabling you to validate your perceptions with your colleagues and learn where your ratings may be outside of the norm. This scoring system makes it easier to compare several candidates on the merit of their responses. It helps to eliminate distortions caused by interviewer bias, differences in questions, and interpersonal factors.

The rating scale should be well defined so that all interviewers can easily understand the scale being used and the meaning of each rating on the scale.

For behavioral based interviews the rating scale should be somewhat complex (1-5). This allows for more variance in the results, providing more comparisons between candidates and the ability to use other factors other than just interview responses to drive decisions.

Below is an example of **multi-point rating scale**. Each rating is well defined and understood by the evaluators.

**Far Exceeds Requirements:** Perfect answer. Demonstrates competency accurately, consistently, and independently. All points relevant. All good examples.

**Exceeds Requirements:** Demonstrates competency accurately and consistently in most situations with minimal guidance. Many good examples.

**Meets Requirements:** Demonstrates competency accurately and consistently on familiar procedures and needs supervisor guidance for new skills. Some good examples.

**Below Requirements:** Demonstrates competency inconsistently, even with repeated instruction or guidance. Few good examples.

**Significant Gap:** Fails to demonstrate competency regardless of guidance provided. No good examples.

| Interviewer: | | Date of Interview: | | | | |
|---|---|---|---|---|---|---|
| Candidate Name: | | Position: | | | | |
| Interview evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position for which they have applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the scale below. | | | | | | |
| Scale: | 5 -Far Exceeds Requirement | 4 - Exceeds Requirements: | 3 – Meets Requirements | 2 - Below Requirements: | 1 – Significant Gap: | |

| | | | | Rating | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | 5 | 4 | 3 | 2 | 1 |

| | | | | | |
|---|---|---|---|---|---|
| **Educational Background –** Does the candidate have the appropriate educational qualifications or training for this position?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Job/Organizational Fit –** Has the candidate acquired similar skills or qualifications through past work experiences?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Problem Solving –** Did the candidate display the ability to react to a situation and devise a strategy?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Verbal Communication –** How were the candidate's communication skills during the interview?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Candidate Interest –** How much interest did the candidate show in the position and the organization?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Knowledge of Organization –** Did the candidate research the organization prior to the interview?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Teambuilding/Interpersonal Skills –** Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |

| | | | | | |
|---|---|---|---|---|---|
| **Initiative –** Did the candidate demonstrate, through their answers, a high degree of initiative?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Time Management –** Did the candidate demonstrate, through their answers, good time management skills?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Attention to Detail –** Was the candidate able to give provide examples of detail in their previous work experience?<br><br>**Comments**: | ☐ | ☐ | ☐ | ☐ | ☐ |

| **Overall Impression and Recommendation –** Summary of your perceptions of the candidate's strengths/weaknesses. Final comments and recommendations for proceeding with the candidate.<br>**Comments:** | **Advance** | **Advance with reservations** | **Do not advance** |
|---|---|---|---|
| | ☐ | ☐ | ☐ |

After the interviews have been conducted, the hiring committee shares their scores and comments to compare the candidates. The number rating scale will help to quantify each candidate's responses and rank them regards to overall fit for the positon.