

## Appendix B-1 SAMPLE ADMINISTRATIVE CANDIDATE RATING FORM

\_\_\_\_\_ (AP Title)

Candidate: \_\_\_\_\_

Review Date \_\_\_\_\_

<b>Credentials, Skills, and Abilities<sup>1</sup></b>	Yes	No	Not clear
Bachelor's Degree			
Managerial Experience			
Event Planning Experience			
Supervisory Experience			
Office Tech Experience			
<b>Desired</b>			
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

<sup>1</sup> 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.