



TOOLS

CANDIDATE ASSESSMENT SUMMARY

Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Interviewer: \_\_\_\_\_

CANDIDATE ASSESSMENT SUMMARY

**Ratings 1 - Far Below Target:** Candidate has not demonstrated nor demonstrates the likelihood of developing this success factor.

**2 - Below Target:** Candidate hasn't demonstrated minimum competency level, but has potential to develop success factor.

**3 - Acceptable:** Candidate has demonstrated the necessary level of competency for this success factor.

**4 - Good:** Candidate demonstrates a better than average level of competency; success factor considered a strength.

**5 - Exceptional:** Candidate demonstrates uncommonly high level of achievement in this success factor.

| Candidate | Technical Proficiency | Work Experience | Education | Goal/ Results Orientation | Group Processing | Competitive Advantage | Leadership | Teamwork | Initiative | Clear & Concise Communication | Summary of Strengths | Summary of Concerns | Score |
|-----------|-----------------------|-----------------|-----------|---------------------------|------------------|-----------------------|------------|----------|------------|-------------------------------|----------------------|---------------------|-------|
|           |                       |                 |           |                           |                  |                       |            |          |            |                               |                      |                     |       |
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## TOOLS

### CANDIDATE SUCCESS FACTORS (Assessment Criteria Detail)

**Technical Proficiency:** Knowledge, skills and/or credentials related to the open position.

**Work Experience:** Relevant training & development experience using presentation, e-technology and group processing skills.

**Education:** Relevant degrees earned, related training/experience, special training/certifications.

**Goal/Results Orientation:** Ability to achieve training objectives; ability to influence and engage others in achieving learning objectives.

**Group Processing:** Ability to facilitate adult learning using group processing tools and techniques.

**Competitive Advantage:** Possesses pertinent skills or knowledge (eg, distance learning techniques, e-learning technology, product/service expertise).

**Leadership:** Impactful presence -- ability to create and facilitate adult learning initiatives, ability to build consensus, resolve conflicts.

**Teamwork:** Interpersonal effectiveness in building/maintaining rapport; ability to determine individual needs, flex and gain consensus.

**Initiative:** Proactive, action-oriented activities/experience, interdependent goal setting, continuous improvement.

**Communication:** Clarity of communication, concise, persuasive, understanding, demonstrates empathetic listening.



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