|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Title:** | | | **Prepared By:** | | | **Date:** |
| **Minimum Requirements** | | **Interviewee Name:** | **Interviewee Name:** | **Interviewee Name:** | **Comments** | |
| **Rating** | **Rating** | **Rating** |
| 1) |  |  |  |  |  | |
| 2) |  |  |  |  |  | |
| 3) |  |  |  |  |  | |
| 4) |  |  |  |  |  | |
| 5) |  |  |  |  |  | |
| 6) |  |  |  |  |  | |
| **Preferred Qualifications** | |  |  |  | **Comments** | |
| **Rating** | **Rating** | **Rating:** |
| 1) |  |  |  |  |  | |
| 2) |  |  |  |  |  | |
| 3) |  |  |  |  |  | |
| 4) |  |  |  |  |  | |
| **TOTAL** | |  |  |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Title:** | | | **Prepared By:** | | | **Date:** |
| **Competency** | | **Interviewee Name:** | **Interviewee Name:** | **Interviewee Name:** | **Comments** | |
| **Rating** | **Rating** | **Rating** |
| 1) | Communication |  |  |  |  | |
| 2) | Diversity and Inclusion |  |  |  |  | |
| 3) | Employee Engagement |  |  |  |  | |
| 4) | Innovation and Change Management |  |  |  |  | |
| 5) | Job Mastery and Continuous Learning |  |  |  |  | |
| 6) | Resource Management |  |  |  |  | |
| 7) | Result Orientation and Execution |  |  |  |  | |
| 8) | Service Focused |  |  |  |  | |
| 9) | Teamwork and Collaboration |  |  |  |  | |
| 10) | People Management |  |  |  |  | |
| **TOTAL** | |  |  |  |  | |

Please make note of candidates’ ratings on each competency. Write N/A for those competencies that don’t apply to the position. Calculate the final score by adding all ratings.

1. Not competent: The candidate does not demonstrate competency.
2. Low competence: The candidate illustrates ineffective behaviors.
3. Medium competence: The candidate illustrates behaviors at the operational level.
4. High competence: The candidate illustrates behaviors at the mastery level.