Rating Guide Samples

Rating Scale 1-Poor	2-Average	3-Above Average	4-Exceptional	
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	Candidate A	Candidate B	Candidate C	
Criteria				
Relevant educational background	3	2	4	
Related work experience	2	1	3	
Related computer skills	1	3	2	
Verbal communication skills	3	4	1	
Written communication skills	2	2	3	
Attention to detail	1	3	2	
Takes initiative	4	2	1	
Integrity	1	2	3	
Stress tolerance	2	3	4	
Interpersonal skills	4	2	3	
Attitude towards this position	3	4	2	
Total	29	30	32	

	Candidate A	Candidate B	Candidate C	Candidate D	Candidate E
<u>Criteri</u> <u>a</u>					
Bachelor's Degree in Accounting	3	3	1	2	1
5- 8 years of Financial Aid Experience	3	3	2	2	2
Supervisory Experience	1	3	2	1	1
Budgeting Experience	3	2	1	3	1
Database Experience	1	3	2	1	1
Higher Education Experience	2	2	1	3	1
<u>Total</u>	13	16	9	12	7
	Above Average	Average	Below Average		
	3	2	1		