



Hiring Rubric

Position:
Candidate:
Hiring Team:
Date:

	Exceptional (5)	Above Average (4)	Average (3)	Below Average (2)	Not qualified / no experience (1)	Comments
Educational requirements						
Necessary credentials						
Years of experience						
Demonstrated teamwork						
Shared mission						
Shared values						



Skills are a fit for the position						
Prepared for the interview						
Thoughtful questions about the organization						
Demonstrated problem-solving / critical thinking						
Strong resume / cover letter						
Honesty / integrity						
Demonstrated empathy						
Complements team needs / members						
TOTAL SCORE		Overall impression: Recommendation for going forward?				



Rubric Results for Each Candidate

Position:

Date:

	Candidate #1	Candidate #2	Candidate #3	Candidate #4	Candidate #5
Hiring Team Member #1					
Hiring Team Member #2					
Hiring Team Member #3					
Hiring Team Member #4					
Hiring Team Member #5					
TOTAL SCORE					
AVERAGE SCORE					

Hiring Team Recommendation: