# INTERVIEW CANDIDATE RATING SCALE

**Sample XYZ - Admin/Tech Specialist**

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| **NAME OF CANDIDATE** |  |
| **NAME OF INTERVIEW PANEL MEMBER** |  |
| **POSITION** | **IDEAS Admin-Tech Specialist**  **Phase One Interview** |
| **COMPETITION #** | **2022-ADMIN-TECH-01** |

**RATING DEFINITIONS**

1. **Unacceptable: Little or no evidence of required attribute, competency, or qualifications.**
2. **Marginal: Some evidence of required attribute, competency, or qualifications, but not clearly at the level required by the job.**
3. **Acceptable: Sufficient evidence of required attribute, competency, or qualification to suggest at least adequate job performance.**
4. **Above Average: Ample evidence of required attribute, competency or qualification, such that fully adequate (and occasionally superior) performance should result.**
5. **Superior: Exemplary display of required attribute, competency or qualification, likely to result in consistently superior performance, could serve as a role model for co-workers in this respect.**

**Note:** It is recommended that all interview panelists will have received interview-bias training or a refresher session (2 weeks in advance) of the scheduled interview. In the refresher/interview panel planning session the role of this interview tool in preventing interview bias and in hiring the best candidate for the organization and role is reinforced. The interviewer(s) will have engaged in finalizing the questions specific to the new hire role. The will schedule time to prepare for the interview, review the resume and cover letter, and assignments if applicable, and fully understand the process and questions they have agreed to ask during the interview. Each member of the interview panel will receive a copy of this tool to use during the interview. They will review their notes and total their ratings for each section independently. It is ideal to schedule time after each interview (approximately 30 mins) to allow 5-10 minutes for independent scoring and 15-20 minutes for the panel will come together to discuss their ratings and arrive at a consensus on agreed collective final rating.

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| **ATTRIBUTE/COMPETENCY:** *Insert Assigned Panelist Name*  **EDUCATION/EXPERIENCE** | **RATING:** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **QUESTION:** Introduction Ed/Experience - Role |  |  |  |  |  |
| 1. By way of introduction, please take the next several minutes to share how your education, life and work experiences have prepared you for this position. Please highlight the roles you have held, projects you have led as well as your academic training and relevant continuing education?     **Listen and look for evidence of:**  College Degree or approved equivalent combination of education and experience in digital communication and promotion. virtual learning, Web design & management, social media and online community engagement and virtual learning. | | | | | |
| **NOTES:** | | | | | |
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| **ATTRIBUTE/COMPETENCY:** *Assigned Panelist Name* **INTERSECTIONAL GBA+MINDSET** | | | | | | **RATING:** | | | | | | | | | | | | | |
| **1** | | **2** | | | | **3** | | | | **4** | | | **5** |
| Demonstrated ability and commitment to apply intersectional Gender-based Analysis Plus (GBA+) plus principles to project management, program development and event planning. Uses inclusive outreach and engagement strategies to ensure all women including those from diverse equity-deserving groups are included, respected and valued. | | | | | | | | | | | | | | | | | | | |
| **QUESTION:**  Intersectional Gender-Based Lens | | | | | | | | | | | | | | | | | | | |
| 1. Applying an intersectional Gender-based lens to all aspects of the project communication and promotion is central to the Admin/Tech Support role. Describe for us how you have incorporated the principles of inclusion into a social media campaign, survey or data collection communication to promote diverse engagement and participation. How did you determine if it was successful? | | | | | | | | | | | | | | | | | | | |
| **Look for the following Indicators at the level awarded to the role:**  (√ if evident in response) | | | | | | | | | | | | | **Level** | | | | **3** | | |
| Terms & Definitions | | Bias Insight | Metrics | | | | | | | Results | | | | | | | | | |
| *Applies GBA+ principles to daily interaction, program development, implementation, monitoring and evaluation. Cultivates GBA+ mindset with all stakeholders.* | | *Takes care to check for potential bias or micro aggressions and responds respectfully to feedback focusing on the impact on others and not defending personal intention.* | *Actively monitors progress toward the supporting organization (DEI) and IDEAS project goals/metrics and adjusts the project implementation plan as required & garners support for approved changes to achieve DEI related targets.* | | | | | | | *Demonstrates leadership and humility in owning and working to correct, prevent and eliminate gender+ bias in project sponsored or promoted events and serves as an ally when appropriate in community stakeholder & partner engagements.* | | | | | | | | | |
| **NOTES:** | | | | | | | | | | | | | | | | | | | |
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| **ATTRIBUTE/COMPETENCY:** *Panelist Name* **COMMUNICATION** | | | | | **RATING:** | | | | | | | | | | | | | | |
| **1** | | **2** | | | | **3** | | | | **4** | | | **5** | |
| **Communication**: Actively listens and shares relevant information both verbal and written across a range of technologies, in a way that builds trust, respect and credibility. Ensures that messages are conveyed in a clear, concise manner and are received and understood by recipients. | | | | | | | | | | | | | | | | | | | |
| **QUESTION:** Follow-through &Difficult Conversations | | | | | | | | | | | | | | | | | | | |
| 1. As the project Admin and Tech Support you will support the coordinator and work virtually with the project leads and a volunteer team across the country. You will also be required to communicate with stakeholders from various sectors such as; Business, Government and Non-profit. Can you describe a time when you had to adjust your communication style and/or modify your message for a targeted audience. Please share how you typically verify that your message has been received and understood? | | | | | | | | | | | | | | | | | | | |
| **Look for the following Indicators at the level awarded to the role:**  (√ if evident in response) | | | | | | | | | | | | | | **Level** | | | | **3** | |
| Customized Messaging & Presentation | Active Listening & Challenging Conversations | | | Organized Thought & Understanding | | | | | Documentation & Follow-up | | | | | | | | | | |
| *Ability to confidently facilitate and lead internal and community mtgs. & handle difficult complex questions on the spot* | *Delivers difficult or unpopular messages with clarity, tact and diplomacy. Seeks feedback on impact and understanding of messages delivered.* | | | *Evidence of strategic communication in preparing both written & verbal messaging, i.e. uses message map* | | | | | *Role models high standards for effective communication & timely follow-up in leadership & coaching across the project* | | | | | | | | | | |
| **NOTES:** | | | | | | | | | | | | | | | | | | | |
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| **ATTRIBUTE/COMPETENCY:** *Panelist Name* **INTERPERSONAL SKILLS & TEAM WORK** | | | **RATING:** | | | | | | | |
| **1** | **2** | | **3** | | **4** | | **5** |
| **Interpersonal Relationships & Team Work:** Treats others with courtesy, sensitivity and respect; considers and responds appropriately to the needs and feelings of others. Works to build and maintain friendly, constructive, collaborative and effective relationships. Relates well to people and builds appropriate rapport with both internal and external contacts. | | | | | | | | | | |
| **QUESTION:** Interpersonal/Team conflict | | | | | | | | | | |
| 1. In this role you will support several different teams working on separate but interdependent aspects of the project all at one time. Please describe a situation when you had to address competing priorities and emerging frustrations when delays or lack of follow through has jeopardized the progress of others. Tell us how you resolved the issue that demonstrates your ability to meet deadlines and maintain positive working relationships? | | | | | | | | | | |
| **Look for the following Indicators at the level awarded to the role:**  (√ if evident in response) | | | | | | | **Level** | | **3** | |
| Fosters Collaborative Teamwork | Values Common Goals | Effective Relationships | | | Supports Project Values | | | | | |
| *Promotes fair participation, and positive team morale*  *by recognizing contributions and promoting peer-to-peer asset-based strength-building* | *Facilitates collaboration across teams and other stakeholders to achieve common goals* | *Demonstrates non-judgmental approachability & is open to new ideas and approaches in internal and external relationships* | | | *Coaches individuals, stakeholder groups and teams to consistently apply the IDEAS4GE project values* | | | | | |
| **NOTES:** | | | | | | | | | | |
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| **ATTRIBUTE/COMPETENCY:** *Panelist Name* **DECISION MAKING & PROBLEM SOLVING** | | | **RATING:** | | | | | | | | |
| **1** | | | **2** | **3** | | **4** | | **5** |
| **Decision Making & Problem Solving**: Interpreting, linking and continuously processing information to understand issues and produce creative solutions that can be broadly applied. Identify cause and effect relationships, weighing alternatives and securing agreement on revised plans necessary to achieve project timeline and goals. | | | | | | | | | | | |
| **QUESTION:** Problem Solving & Collaborative Solution Building | | | | | | | | | | | |
| 1. A major part of your role will include troubleshooting emerging technology related complications and promoting a secure and smooth end-user experience within the IDEAS for Gender Equality online community platform. In addition to maintaining the website for the online community, you will promote the effective use and engagement of multi-stakeholders in co-creating purposeful solutions through an innovative collaborative digital portal that will be incorporated into the website. Please share with us how you have used collaborative solution-building technology to promote organic decision making and virtual engagement?   *(After Part A Response)*  Expecting that you may not be familiar with (Howspace) the specific digital software that the project will be using, outline for us the process you would go through to learn the fundamentals so that you can help us effectively introduce this collaborative workspace. | | | | | | | | | | | |
| **Look for the following Indicators at the level awarded to the role:** (√ if evident in response) | | | | | | | | **Level** | | **3** | |
| Decision Making | Creative Thinking | Problem Solving | | Systems Thinking | | | | | | | |
| *Simplifies complex information from multiple sources. Takes a proactive stance by asking if those most impacted by the decision have been invited to table.* | *Models and teaches complex discretionary decision making.*  *Seeks out new ideas, applies technology, or new tools & resources to resolve existing problems and prevent future recurrence.* | *Demonstrates ability to solve complex and difficult problems.*  *Balances competing priorities & promotes understanding to reach decisions which improve overall project success.* | | | *Challenges assumptions and promotes innovative, big picture strategies to address complex intersecting issues to arrive at a consensus and tangible solutions.*  *Remains alert in high risk decision making environments to serve as an ally and use ones’ power & privilege to influence inclusive, diverse and equitable decisions.* | | | | | | |
| **NOTES:** | | | | | | | | | | | |
| **Part A:** | | | | | | | | | | | |
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| **Part B:** | | | | | | | | | | | |
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| **ATTRIBUTE/COMPETENCY:** *Panelist Name* **PROJECT MANAGMENT/ INTEGRITY & ACCOUNTABILITY** | | | | | | | | **RATING:** | | | | | | | | | | | | | | | | | | | | |
| **1** | | | | | **2** | | | | | | **3** | | | | **4** | | | **5** | | |
| **PROJECT MANAGEMENT, INTEGRITY & ACCOUNTABILITY:** Supports a culture of personal growth and program development that exceeds the goals of the organization and consistently meets high quality standards. Adapting to changing situations and meeting new challenges through proactive innovative thinking.  Personal commitment to project values and goals by obtaining the knowledge and skills required to be held accountable to the sponsoring organizations standards of respectful, ethical behaviour and professionalism in interaction with others. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **QUESTION:** Effective Data Collection, Integrity and Accountability | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. In this role, you will work with the coordinator to coordinate and manage a variety of communication and promotion efforts for the project. This will require aligning, gathering and incorporating contacts into the designated IDEAS project Mailchimp account. Share with us an example of a how you integrated and maintained an accurate CRM-type contact list. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Look for the following Indicators at the level awarded to the role:**  (√ if evident in response) | | | | | | | | | | | | | | | | | | | | | **Level** | | | | **3** | | | |
| Performance Standards | Project Management Proactive Results Oriented | | | Adaptability | | | | | | Professional Development & Learning | | | | | | | | | | Organizational & Time Management | | | | | | | | |
| *Consistently sets and maintains high performance standards for self and others that support the successful implementation of the project plan.* | *Understands and models results orientated project planning & implementation, motivating others to set and achieve established goals. Celebrates accomplishments and encourages constructive questioning to support ongoing experimentation and innovation.* | | | *Demonstrates an adaptive and collaborative leadership style able to make adjustments to ensure maximum effectiveness. Maintains high levels of motivation for self and others.* | | | | | | *Provides leadership & coaching in supporting project team and admin/tech support professional development and planning to meet project goals and established outcome metrics.* | | | | | | | | | | *Demonstrates ability to coordinate a complex project plan and associated workload.*  *Simultaneously manages interdependent programs, events and initiatives across multiple project teams.* | | | | | | | | |
| **NOTES:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **For Interview Assignment/Presentation: Data Analysis Fillable FORM**  **Note:** After the response to question 6. The interview panelist will ask the applicant to present their assignment analysis.  Now we will move directly into your review and presentation of the method you have chosen to create a user friendly process for stakeholders to add or update their contact information. Outline for us the steps you went through to develop this data gathering process and share your thoughts on how you would build trust and motivate stakeholders to keep their contact information current.  -----------  **Sample Admin-Tech Assignment & Presentation to Interview Panel**  **Data Analysis and Google Type Fillable Form - Evaluation**  **Candidate: # Name:** (Added @ time Interview Presentation)  **Date:**  **Reviewer:**   |  |  | | --- | --- | | **Review of written submission completed before interview** | | | **Clear, Concise Written Communication**   * Easy to read/follow/flow -organized in a logical manner * Grammar/Spelling | /2 | | **Meets all requirements outlined in the activity instructions**   * + Clear summary & rationale for the findings presented by the candidate to highlight their spreadsheet analysis,   + Key insights into the composition and mix of contacts relative to the descriptive headings on the excel spreadsheet is evident,   + Supporting statistics and graphs reinforce summary findings and any potential recommendations. | /3 | | **Fillable Form Review & Presentation during the Interview** |  | | **Fillable Form Review & Presentation**   * Effective review and presentation of the multi-stakeholder fillable form created by the candidate to support an engaging and easy end-user data entry experience;   + Logical rationale for platform selected, content and flow is clear and understandable,   + Builds on insights presented in the written submission as appropriate,   + Includes all heading categories noted across the spreadsheet,   + Demonstrates a good understanding of the potential purpose of the spreadsheet and offers suggested improvements. * Presentation/communication style is professional, comfortable and engaging. | /5 | | **TOTAL** | **/10** |   **Notes/Comments:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ATTRIBUTE/COMPETENCY: ROLE KNOWLEDGE** *Panelist Name* | | | | | **RATING:** | | | | | | | | | | | | | | | | | | | | | | |
| (Candidate provided list of Key Role Accountabilities below) | | | | | | | | | **1** | | | | | **2** | | | | **3** | | | | | **4** | | | **5** | |
| **ROLE KNOWLEDGE**: Demonstrated ability to apply the knowledge required skills to perform the key accountabilities outlined in the role description. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **QUESTION:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. There are several key aspects to the Admin/Tech Support role, although some have been explored in earlier questions, this is your opportunity to elaborate on areas that you would like to further highlight. For each of the following areas, provide a rating of **(basic, intermediate or advanced)** to reflect your perceived level of experience and expertise, and share any information you would like to support your rating. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Look for priority actions associated with any of the following Indicators:** (√ if evident in response) | | | | | | | | | | | | | | | | | | | | | | | | **Level 3** | | | |
| Communication Promotion | | Outreach/CRM Database | | | | DEI Data Collection Tracking & Reporting | | | | | | | | | Virtual Collaborative Workspace | | | | | | | | | | | | |
| Reports & Documentation | | Event Planning, Packages & Evaluation | | | | Working Relationships | | | | | Technology Virtual Meetings Social Media | | | | | | | | | | | | | | | | |
| **Skill Areas for Candidate to rate:** (Basic, Intermediate, Advanced) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Role Key Accountabilities Highlights:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Project Communications, Promotion & Reporting:**   * Strong written communication and promotion design and development (integrated branding & social media) * Deploy tech savvy tools and resources to support coordinator in administering the project * Adaptive organizational and time management * Delivers Outcomes & Metrics to timeline | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Multi-Stakeholder Partnerships/Inclusive Outreach & Engagement Database**   * Outreach – cold/warm contact to promote inclusive engagement * Help Establish new & strengthen existing partnerships * Cultivates collaborative working relationships across project teams & initiatives | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Intersectional GBA+ Mindset Data Collection and Reporting**   * Data Collection – Surveys/Registration/Pre-Post Event * Tracking & Reporting | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Website Refresh/Redesign to support Collaborative online IDEAS4GE Community**   * Work with web administrator, project coordinator and liaison to transform the ccew.ca website to online community * Support Virtual/In-person/Blended - Learning, Develop & Collaboration * Digital Adult Learning & Collaborative Solution-building Platforms | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Documentation, Reporting and Financial Accountability**   * Update and maintain required data to support project reporting and documentation * Establish and update project key deliverable dashboard and score card to support coordinator in preparing monthly/quarterly/annual reports * Complete assigned tasks using project resources within allocated budget and assist coordinator in maintaining auditable financial records | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Event Planning**   * Support project event registrations and promotional pages, and correspondence * Assist the coordinator to Coordinate/Promote/Implement-Community-building events (working with volunteer network across Canada) * Prepare and coordinate the printing of in person event participant packages and corresponding virtual materials * Support Pre/post survey development, administration and analysis | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Technology Software**   * MS Office Suite /PowerPoint/Excel/Word - Creative Design/Promotion/Communication Software * Collaborative Virtual Meeting/Digital Learning & Solution Building Platform * Website Maintenance/Webmail/MailChimp/CRM/Survey Monkey/ /Doodle Poll/Canva etc. * Social Media/fb/twitter/instagram/LinkedIn/YouTube/…… | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ATTRIBUTE/COMPETENCY:** *Panelist Name*  **ROLE KNOWLEDGE** | | | | | | | **RATING:** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | **1** | | | | | **2** | | | | | **3** | | | | | **4** | | | | | **5** | | | |
| **ROLE KNOWLEDE**: Demonstrated ability to apply the knowledge required skills to perform the key accountabilities outlined in the role description. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **QUESTION:** First things first - if successful candidate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Based on your understanding of the IDEAS for Gender Equality Project Admin/Tech Support role what is it that most excites you about the role and what do you see as one of the first things you would see yourself digging into if you are the successful candidate? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Look for the following Indicators at the level awarded to the role:**  (√ if evident in response) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Communication Promotion | | | Outreach/CRM Database | | | DEI Data Collection Tracking & Reporting | | | | | | | | | | Virtual Collaborative Workspace | | | | | | | | | | | | | | |
| Reports & Documentation | | | Event Planning, Packages & Evaluation | | | Working Relationships Diversity Equity Inclusion Access | | | | | | | | | | Technology Virtual Meetings Social Media | | | | | | | | | | | | | | |
| **Notes:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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# INTERVIEW CANDIDATE RATING SHEET

**Sample XYZ - Admin/Tech Specialist**

**2022-PC-01**

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| **QUESTIONS TO BE EVALUATED INCLUDE:** | **SCORE OUT OF 5** | **WEIGHTING** | **TOTAL SCORE (100)** |

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| --- | --- | --- | --- | --- | --- |
| 1. **EDUCATION/EXPERIENCE** *(Formal/Informal/Volunteer/Paid)* | **/5** | **X2** | | **/10** | |
| 1. **ADMINISTRATION, COMMUNICATION & PROMOTION** | **/5** | **X3** | | **/15** | |
| 1. **TECHNOLOGY** | **/5** | **X3** | | **/15** | |
| 1. **INTERPERSONAL SKILLS & TEAM WORK** *(Awareness of Inclusion, Diversity, Equity, Access)* | **/5** | **X3** | | **/15** | |
| 1. **DECISION MAKING & PROBLEM SOLVING/TROUBLESHOOTING** | **/5** | **X3** | | **/15** | |
| 1. **EVENT PLANNING/PROJECT MANAGEMENT SUPPORT/DATA COLLECTION ANALYSIS & ACCOUNTABILITY** | **/5** | **X2** | | **/10** | |
| **DATA BASE/ANALYSIS: WRITTEN SUBMISSION & FRONT-END DATA ENTRY**  Separate Rating Tool – score to be entered below in section 9 | | | | | |
| 1. **ROLE KNOWLEDGE:** Self-Ratings | **/5** | | **X1** | | **/5** |
| 1. **ROLE KNOWLEDGE:** 1st Actions | **/5** | | **X1** | | **/5** |
|  | | | | | |
| **9. Data Base Assignment & Presentation**  *(Written Assignment & Presentation Total Score)* | **/10** | | **X1** | | **/10** |

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| **TOTAL INTERVIEW SCORE: (1-9)**  **/100** |