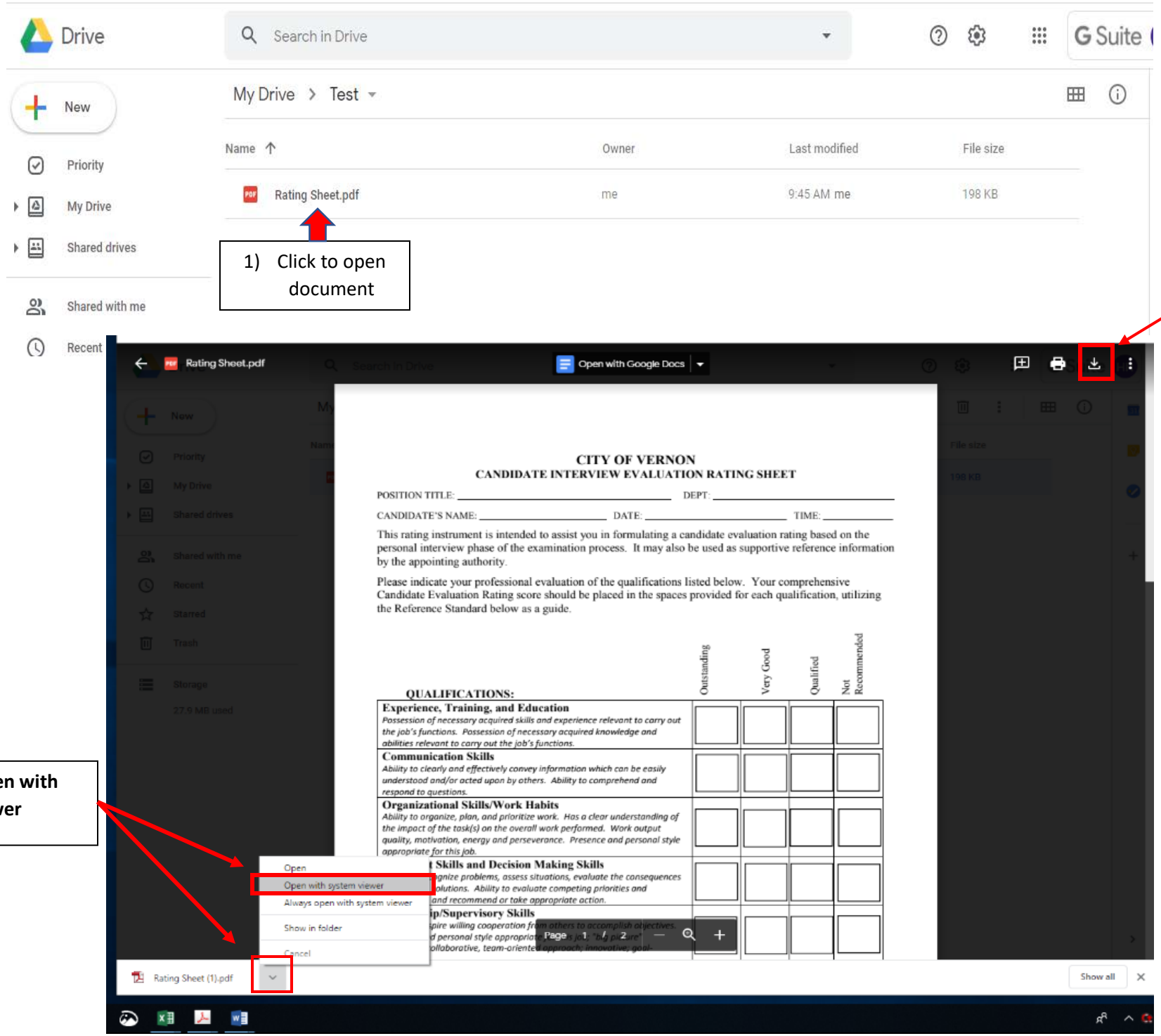
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Owner
Last modified
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198 KB
1) Click to open document
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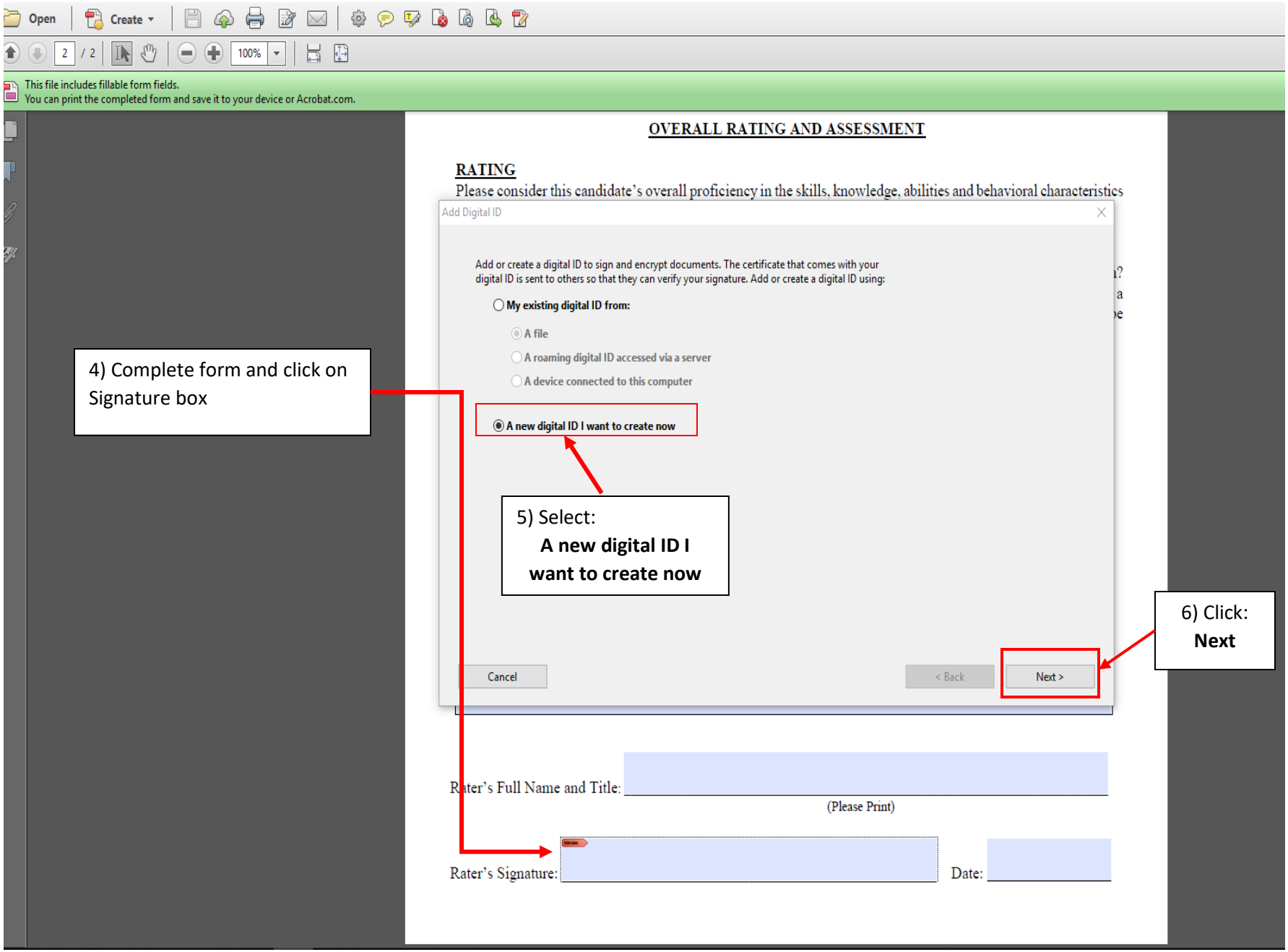
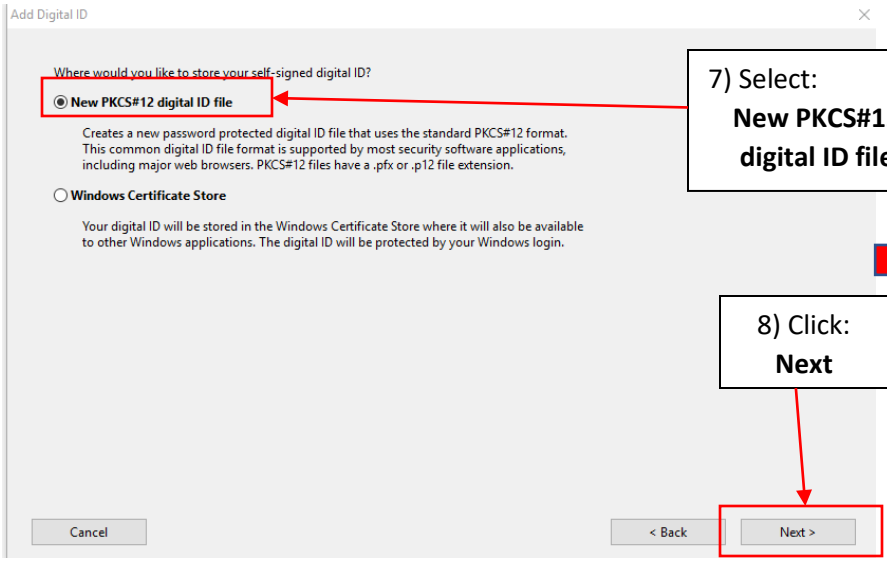
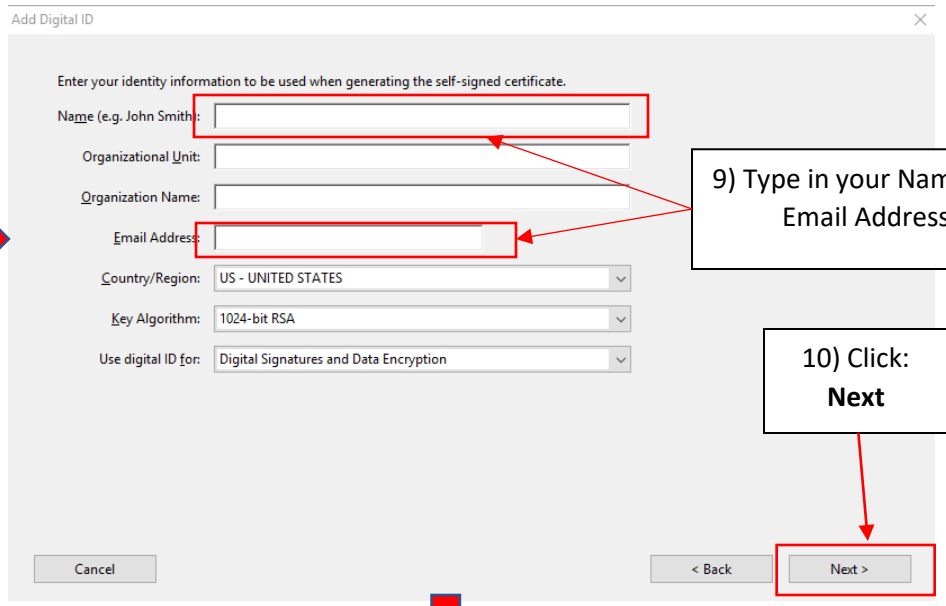
CITY OF VERNON
CANDIDATE INTERVIEW EVALUATION RATING SHEET
POSITION TITLE: _____ DEPT: _____
CANDIDATE'S NAME: _____ DATE: _____ TIME: _____
This rating instrument is intended to assist you in formulating a candidate evaluation rating based on the personal interview phase of the examination process. It may also be used as supportive reference information by the appointing authority.
Please indicate your professional evaluation of the qualifications listed below. Your comprehensive Candidate Evaluation Rating score should be placed in the spaces provided for each qualification, utilizing the Reference Standard below as a guide.
QUALIFICATIONS:
Outstanding
Very Good
Qualified
Not Recommended
Experience, Training, and Education
Possession of necessary acquired skills and experience relevant to carry out the job's functions. Possession of necessary acquired knowledge and abilities relevant to carry out the job's functions.
Communication Skills
Ability to clearly and effectively convey information which can be easily understood and/or acted upon by others. Ability to comprehend and respond to questions.
Organizational Skills/Work Habits
Ability to organize, plan, and prioritize work. Has a clear understanding of the impact of the task(s) on the overall work performed. Work output quality, motivation, energy and perseverance. Presence and personal style appropriate for this job.
Skills and Decision Making Skills
Supervisory Skills
Open
Open with system viewer
Always open with system viewer
Show in folder
Cancel
3) Click: Open with system viewer
Rating Sheet (1).pdf
Show all


Open
Create
2 / 2
100%
This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.
OVERALL RATING AND ASSESSMENT
RATING
Please consider this candidate's overall proficiency in the skills, knowledge, abilities and behavioral characteristics
Add Digital ID
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:
My existing digital ID from:
A file
A roaming digital ID accessed via a server
A device connected to this computer
A new digital ID I want to create now
Cancel
< Back
Next >
4) Complete form and click on Signature box
5) Select: A new digital ID I want to create now
6) Click: Next
Rater's Full Name and Title:
(Please Print)
Rater's Signature:
Date:



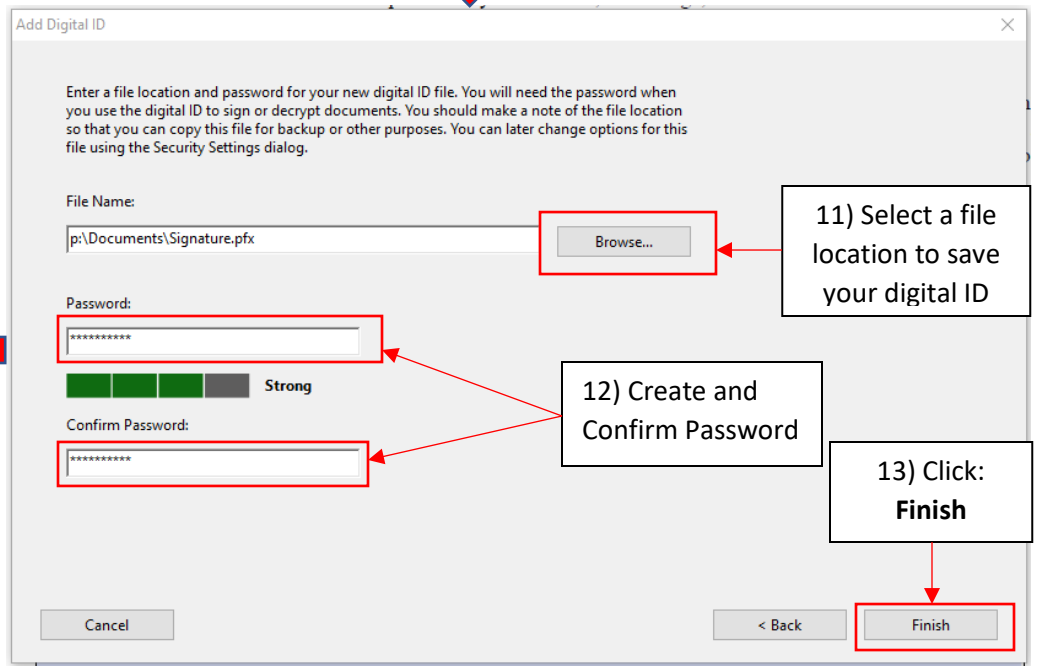
7) Select: **New PKCS#12 digital ID file**

8) Click: **Next**



9) Type in your Name and Email Address

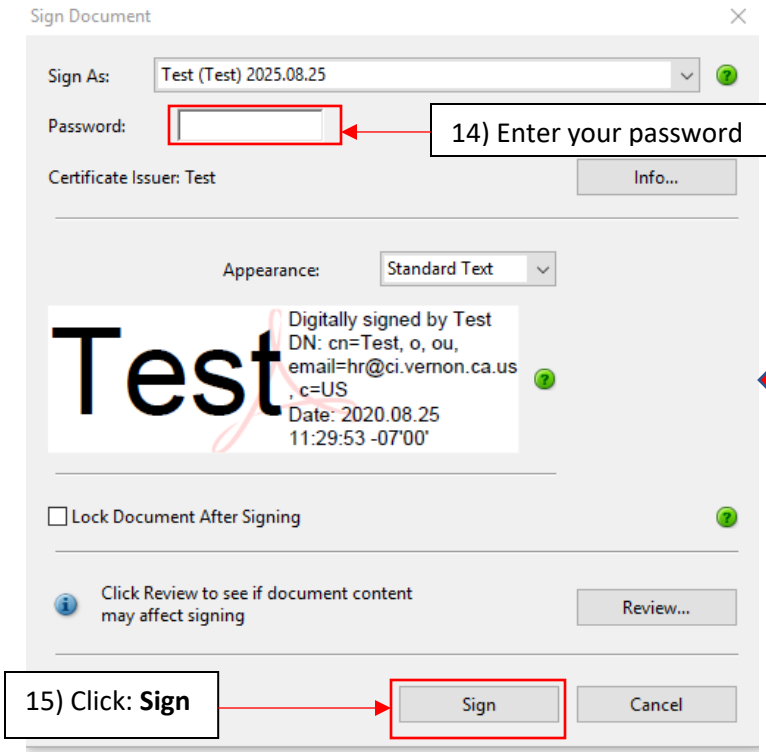
10) Click: **Next**



11) Select a file location to save your digital ID

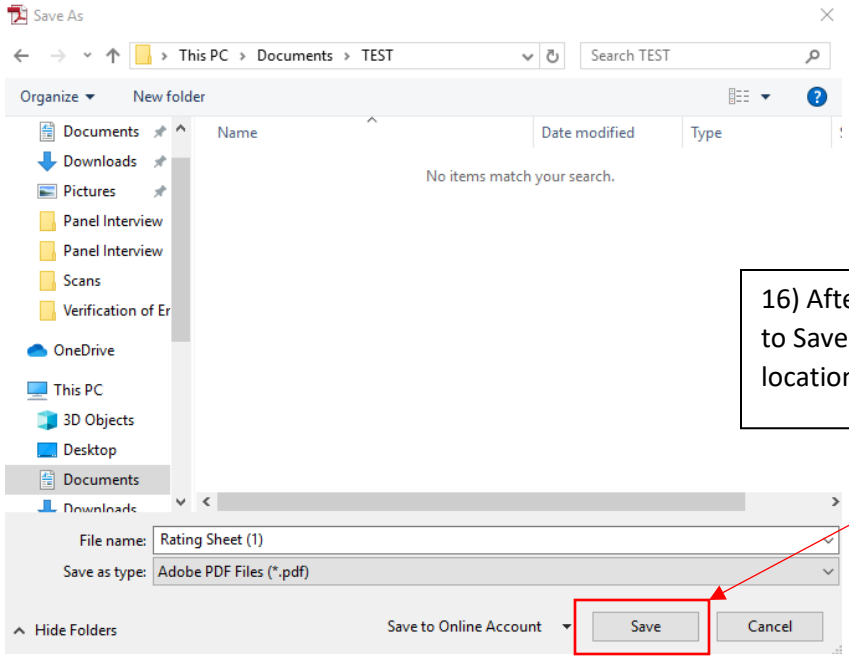
12) Create and Confirm Password

13) Click: **Finish**



14) Enter your password

15) Click: **Sign**



16) After clicking **Sign**, you will be prompted to Save the completed document. Select a location to save the signed document.

Once saved, you will notice your digital signature on the form

Rater's Signature: Test Digitally signed by Test
DN: cn=Test, o, ou, email=hr@ci.vernon.ca.us, c=US
Date: 2020.08.25 11:33:39 -07'00'

Date: 08/25/2020