Rating Applicants

Once interviews have been completed, and any test results have been received, applicants should be compared in terms of the pre-established selection criteria.

This can be done using an assessment form [1] designed to evaluate each applicant in regard to the main competencies of the job. The rating process helps ensure consistency and equity in evaluating applicants. The ideal outcome is to achieve consensus among selection panel members on candidate ranking.

A valid and defensible system of rating and ranking candidates is essential. The criteria on the rating form provides guidance about the type of skills and potential contributions the interviewers should be assessing in each candidate they interview. The rating form can be customized with any additional assessments are believed to be necessary for the pertinent position along with clear direction about which questions each interviewer is responsible for asking.

Using a technical scoring template [2] will assist the Selection Committee to keep track of each candidate's score on the technical part of the interview.

Source URL:https://www.uoguelph.ca/hr/managers-recruitment-selection-orientation/rating-applicants

Links
[1] https://www.uoguelph.ca/hr/system/files/Interview%20Results_0.doc [2]
https://www.uoguelph.ca/hr/system/files/Technical%20Scoring%20Template_0.doc