SAMPLE ASSESSMENT SHEET
(for assessment of application material or interview evaluation)

Applicant Name	Relevant Experience	Skill 1	Skill 2	Skill 3	Skill 4	Total Score	Notes

Relevant Experience: Degree to which applicant experience matches the responsibilities of the position:

Bachelor's degree or equivalent. 2-3 year of experience, preferably in student services, or equivalent. Experience in supervision of student employees and researchers. Excellent computer skills required, especially Microsoft Office suite; also some Web development using Dreamweaver (may be learned on the job).

Skill Definitions: Determine skills (including behavioral skills) on a position by position basis:

1. Organizational Skills: ability to handle multiple priorities in a timely manner while maintaining accuracy.

2. Service-minded: interact with all individuals in a professional, diplomatic and courteous manner. Ability to understand and anticipate diverse customer needs and demonstrate patience and creative approaches to meet customer needs.

3. Technical Skills: general computer knowledge including e-mail and calendar management; advanced word processing skills, intermediate skills in FileMaker Pro & Excel.

4. Teamwork: teambuilding, collaboration and effective communication; respectful consideration of situations, opinions and behaviors of others.

Rating Scale:

Rate each applicant on a scale of 0-5 where the following parameters apply:

0=does not possess skill; 1=marginally meets position requirements; 3=meets position requirements; 5=exceeds position requirements