# Rubric: Detailed Candidate Selection

**Instructions**: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation.

**Applicant’s Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewer’s Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Application Score: \_\_\_\_\_\_ / 60 points possible

If selected, the supervisor will support the applicant’s involvement in the Training Cadre.

**Application will not be considered unless the following field is checked on the recommendation form:**

\_\_\_\_ Yes, if selected, I support the candidate’s participation in the [Insert name of cadre] Training Cadre.

**User Directions**: Indicate the selected number of points and add any comments for each section. Add all points to calculate the total number of possible points for the final application score.

## Candidate’s Application

1. Briefly describe your experience working with [Insert required experience focus].

|  |  |  |  |
| --- | --- | --- | --- |
| 8 points | 6 points | 4 points | 2 points |
| Applicant has [Insert # years] years of successful experience with [Insert required experience] in multiple capacities: teaching, training, developing, etc. | Applicant has [Insert # years] years of successful experience with [Insert required experience] in at least one capacity: teacher, trainer, developer, etc. | Applicant has successfully worked with [Insert required experience], but has limited experience. | Applicant is not able to adequately describe direct experience working with [Insert required experience]. |

Comments: [Insert COMMENTS]

1. Briefly describe your experience working with the implementation of [Insert required experience focus].

|  |  |  |  |
| --- | --- | --- | --- |
| 8 points | 6 points | 4 points | 2 points |
| Applicant has [Insert # years] years of successful experience in multiple capacities: teaching, training, developing, etc. | Applicant has [Insert # years] years of successful experience in at least one capacity: teacher, trainer, developer, etc. | Applicant has successfully administered at least one assessment, but has limited experience. | Applicant has little to no experience and/or applicant’s explanation does not convey a successful and accurate use of [Insert required experience focus]. |

Comments: [Insert COMMENTS]

1. Describe your experience providing professional development to adult audiences.

|  |  |  |  |
| --- | --- | --- | --- |
| 8 points | 6 points | 4 points | 2 points |
| Applicant has ample experience providing professional development to adult audiences. | Applicant has presented to adult audiences at least one time. | Applicant does not have experience presenting to adult audiences, but shows a desire to train adult audiences. | Applicant does not have experience working with adult audiences. |

Comments: [Insert COMMENTS]

1. List any relevant professional development that you have attended.

|  |  |  |  |
| --- | --- | --- | --- |
| 8 points | 6 points | 4 points | 2 points |
| Applicant attended four or more PD events related to [Insert important area of focus]  **AND**  Applicant shows a strong commitment to remaining current in the field. | Applicant has attended no less than three PD events related to [Insert important area of focus] in the last five years. | Applicant has attended only 1 to 2 PD events related to [Insert important area of focus] in the last five years. | Applicant has not attended any PD events related to [Insert important area of focus] in the last five years. |

Comments: [Insert COMMENTS]

1. Describe any committees or professional organizations that you are or have been involved in over the past five years.

|  |  |  |
| --- | --- | --- |
| 3 points | 2 points | 1 point |
| Applicant lists [Insert number] or more committees/organizations which show a strong commitment to [Insert important area of focus]. | Applicant lists [Insert number] to [Insert number] committees/organizations which show a strong commitment to [Insert important area of focus]. | Applicant participates in committees and/or organizations, but they do not pertain to [Insert important area of focus]. |

Comments: [Insert COMMENTS]

1. Explain why you consider yourself to be a strong candidate for the [Insert name of cadre] Training Cadre.

|  |  |  |  |
| --- | --- | --- | --- |
| 10 points | 8 points | 5 points | 2 points |
| Applicant adequately describes characteristics desirable for the cadre  **AND**  Applicant’s explanation conveys a deep passion and interest for [Insert important areas of focus]. | Applicant adequately describes characteristics desirable for the cadre. | Applicant shows some interest in the cadre, but lacks passion. | Applicant’s explanation does not convey a true desire to be on the cadre. |

Comments: [Insert COMMENTS]

## Applicant Recommendation

1. Briefly describe the applicant’s leadership skills and related leadership experience.

|  |  |  |
| --- | --- | --- |
| 3 points | 2 points | 1 point |
| Supervisor is clearly impressed with the applicant’s leadership skills and experience. | Supervisor successfully describes the applicant’s leadership skills, but does not elaborate on the applicant’s leadership experience. | Supervisor’s answer suggests the applicant may not have adequate leadership skills. |

Comments: [Insert COMMENTS]

1. How well does the applicant collaborate, facilitate, compromise, and promote resolution when working in a group?

|  |  |  |
| --- | --- | --- |
| 3 points | 2 points | 1 point |
| Supervisor is clearly impressed with the applicant’s ability to resolve conflicts. | Supervisor has had little experience working with the applicant on conflict resolution, but the problem has never been addressed either. | Supervisor’s answer suggests the applicant may not have adequate conflict resolution skills. |

Comments: [Insert COMMENTS]

1. Do you feel the applicant would be a strong candidate to represent [Insert organization]? You may also consider “additional comments” to score this section.

|  |  |  |  |
| --- | --- | --- | --- |
| 4 points | 3 points | 2 points | 1 point |
| Supervisor energetically and passionately recommends the applicant without any hesitation. | Supervisor provides a strong recommendation for the applicant. | Supervisor recommends the applicant, but comments appear to have hesitation. | Supervisor does not fully recommend the applicant for this position. |

Comments: [Insert COMMENTS]

## Reviewer’s Score

Based on the contents of this application, please score this applicant on a score of 1 to 5 (1 being the lowest score, 5 being the highest score).

[Insert SCORE from 1 to 5]

Briefly explain your score:

[Insert COMMENTS]

## Total Applicant Score

[Insert NUMBER] out of 60 possible points