

BERKE INTERVIEW RATING FORM

Name: _____ Interviewer: _____

Position: _____ Date: _____

This rating tool will help you control bias in your decision-making process. The tool will help you rate each candidate on specific requirements and provide you with a mechanism to compare ratings across your candidate pool. During or after the interview, rate the candidate according to the scale below. Ensure that the job requirements you are using for the rating are congruent with the requirements you used to build your interview questions. Tally up the score of each area of the interview in the Total Rating Score on the last page. If you are completing the rating after the interview be sure to review your notes while making your rating decision.

EXPERIENCE / HARD SKILL / ATTITUDE

Experience		Rating		
1.		1- Low	2- Medium	3- High
Typing		Rating		
2.		1- Low	2- Medium	3- High
Attitude - Integrity		Rating		
3.		1 Pass		3- Pass

COGNITIVE TALENTS

Idea Productivity		Rating		
1.		1- Low	2- Medium	3- High
Logical Problem-Solving		Rating		
2.		1- Low	2- Medium	3- High
Rapid Fire Problem-Solving		Rating		
3.		1- Low	2- Medium	3- High
Spatial Visualization		Rating		
4.		1- Low	2- Medium	3- High
Vocabulary		Rating		
5.		1- Low	2- Medium	3- High

PERSONALITY TRAITS

Assertiveness		Rating		
1.		1- Low	2- Medium	3- High
Intensity		Rating		
2.		1- Low	2- Medium	3- High
Optimism		Rating		
3.		1- Low	2- Medium	3- High
Responsiveness		Rating		
4.		1- Low	2- Medium	3- High
Social Adaptability		Rating		
5.		1- Low	2- Medium	3- High
Sociability		Rating		
6.		1- Low	2- Medium	3- High
Structure		Rating		
7.		1- Low	2- Medium	3- High
Empathy		Rating		
8.		1- Low	2- Medium	3- High

Total Rating Score