

## Rating Guide Samples

Rating Scale	1-Poor	2-Average	3-Above Average	4-Exceptional
	Candidate A	Candidate B	Candidate C	
<b>Criteria</b>				
Relevant educational background	3	2	4	
Related work experience	2	1	3	
Related computer skills	1	3	2	
Verbal communication skills	3	4	1	
Written communication skills	2	2	3	
Attention to detail	1	3	2	
Takes initiative	4	2	1	
Integrity	1	2	3	
Stress tolerance	2	3	4	
Interpersonal skills	4	2	3	
Attitude towards this position	3	4	2	
<b>Total</b>	<b>29</b>	<b>30</b>	<b>32</b>	

	Candidate A	Candidate B	Candidate C	Candidate D	Candidate E
<b><u>Criteria</u></b>					
<b><u>a</u></b>					
Bachelor's Degree in Accounting	3	3	1	2	1
5- 8 years of Financial Aid Experience	3	3	2	2	2
Supervisory Experience	1	3	2	1	1
Budgeting Experience	3	2	1	3	1
Database Experience	1	3	2	1	1
Higher Education Experience	2	2	1	3	1
<b><u>Total</u></b>	13	16	9	12	7
	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>		
	<b>3</b>	<b>2</b>	<b>1</b>		