

The **Interview Response Rating Tool** outlines general expectations for the candidates' response to the interview questions. The purpose of this standard criteria is to ensure consistency and fairness throughout this stage of the selection process. You are encouraged to take detailed notes during each interview to capture the basis for your numerical response ratings.

## Interview Response Rating Tool

<b>5</b>	<b>Excellent</b>	Demonstrates a keen understanding of the concept or subject at hand. Response is well thought-out and well presented. Overall, response is complete, addresses all aspects of the question, and does not require probing or follow up.
<b>4</b>	<b>Good</b>	Response indicates a clear understanding of the concept or subject at hand. May not be as complete or thorough as an excellent response, but is overall complete, well-articulated, and addresses the question; potential is evident.
<b>3</b>	<b>Adequate</b>	A more cursory response that shows an adequate but less than thorough understanding of the concept or subject at hand. Response is not as in depth and may have missed some key points. Required some probing or follow-up.
<b>2</b>	<b>Poor</b>	Less than expected response, limited knowledge base. Response did not convey an adequate understanding of the question or concept. Response may be vague, incomplete, or off topic. Requires extensive probing or follow-up.
<b>1</b>	<b>Inadequate</b>	Does not provide an acceptable response to the question or fails to answer the question altogether. Does not convey the level of experience/expertise required in this position.