



Government
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THE 50 – 30 CHALLENGE

YOUR DIVERSITY ADVANTAGE



Sample Form: Assessor's Rubric

This can be used by anyone involved in the hiring process. It provides a rubric for assessors to evaluate candidate skills, make additional comments and note which parts of the hiring process they were involved in.

This form would be best suited for a position with a small candidate pool. You may choose to use, modify, or omit it according to your needs.

Form:

Applicant/Candidate Name:	Click or tap here to enter text.
Assessor Name:	Click or tap here to enter text.
Date:	Click or tap to enter a date.

Please rate the candidate on each of the skills and qualifications listed in the job posting:

[Enter in appropriate qualifications and skills according to job posting]

Rating Scale: (-) Unable to Judge, (1) Limited, (2) Adequate, (3) Good, (4) Robust	-	1	2	3	4
Potential for/evidence of... collaboration with colleagues/external partners					
... understanding of inclusion, diversity, equity and accessibility					
... effective communication and organizational skills					
Potential for/evidence of... inclusive leadership					
... etc.					

If applicable, please comment on the candidate's work experience as reflected in the resume, cover letter and/or interview.
If applicable, please comment on the candidate's relevant skills and qualifications, as reflected in their resume, cover letter and/or interview.
If applicable, please comment on the candidate's ability to add to the culture of IDEA, as reflected in their resume, cover letter and/or interview. Consider the skills they bring, experience and education.

Please indicate which of the following apply to you (check all that apply):

[Modify as needed for your hiring process]

- Reviewed candidate's CV/resume
- Reviewed candidate's cover letter
- First interview with candidate
- Second interview with candidate
- Skills assessment review (presentation, portfolio, questionnaire)
- Reviewed candidate's references
- Other (please explain) [Click or tap here to enter text.](#)