### Sample Assessment Sheet
(for assessment of application material or interview evaluation)

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Relevant Experience</th>
<th>Skill 1</th>
<th>Skill 2</th>
<th>Skill 3</th>
<th>Skill 4</th>
<th>Total Score</th>
<th>Notes</th>
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**Relevant Experience:** Degree to which applicant experience matches the responsibilities of the position:

Bachelor’s degree or equivalent. 2-3 year of experience, preferably in student services, or equivalent. Experience in supervision of student employees and researchers. Excellent computer skills required, especially Microsoft Office suite; also some Web development using Dreamweaver (may be learned on the job).

**Skill Definitions:** Determine skills (including behavioral skills) on a position by position basis:

1. **Organizational Skills:** ability to handle multiple priorities in a timely manner while maintaining accuracy.

2. **Service-minded:** interact with all individuals in a professional, diplomatic and courteous manner. Ability to understand and anticipate diverse customer needs and demonstrate patience and creative approaches to meet customer needs.

3. **Technical Skills:** general computer knowledge including e-mail and calendar management; advanced word processing skills, intermediate skills in FileMaker Pro & Excel.

4. **Teamwork:** teambuilding, collaboration and effective communication; respectful consideration of situations, opinions and behaviors of others.

**Rating Scale:**

Rate each applicant on a scale of 0-5 where the following parameters apply:

- 0 = does not possess skill
- 1 = marginally meets position requirements
- 3 = meets position requirements
- 5 = exceeds position requirements