

Criteria Chart

Rating the Candidates

Key Qualities for the Position

Rating Scale 4 = Excellent 3 = Good 2 = Fair 1 = Poor Criteria:	1.	2.	3.	4.	5.	
						Totals:
Candidate #1						
Candidate #2						
Candidate #3						
Candidate #4						
Candidate #5						

This criteria chart will point out the strengths and weaknesses of the candidates. It provides a more objective look at each candidate. It is not colored by bias or first impression. This will give you a method to select the best person for the job.