# Community Champion Candidate Evaluation Worksheet

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| **Applicant Name:** | **Evaluator Name:** | | | **Date/Time:** | | | |
| **Scoring:** Candidate evaluation worksheets are to be completed by the interviewer to rank the candidate's overall qualifications for the Community Champion role. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the following: | | | | | | | |
| 0=Does not meet our needs and provides no indication that they would or could  1=Does not meet our needs, but could in the future  2=Marginally meets needs; lacking in some but not all aspects  3=Satisfactorily meets current needs  4=Fully meets or exceeds current needs | | | | | | | |
|  | | **4** | **3** | | **2** | **1** | **0** |
| **Educational Background**: Does the candidate have the appropriate educational qualifications or training for this position? **Bachelor’s degree or three years of experience in health care, communication education, or related field.**  Comments:  Based on application materials review | |  |  | |  |  |  |
| **Prior Work Experience**: Has the candidate acquired similar skills or qualifications through past work experience?  Comments:    *Based on application materials review Q1, Q4, Q8, Q11* | |  |  | |  |  |  |
| **Communication**: Did the candidate demonstrate effective communication skills during the interview? Do the candidate’s application materials demonstrate high quality written communication skills?  Comments:  *Q3, Q6, Q10 and based on application materials review* | |  |  | |  |  |  |
| **Candidate Enthusiasm**: Did the candidate show enthusiasm for the position and the company?  Comments:  *Q2, Q14* | |  |  | |  |  |  |
| **Teambuilding/Interpersonal/Collaboration Skills:** Did the candidate demonstrate, through his or her answers, good teambuilding/interpersonal skills?  Comments:  *Q5, Q7, Q10, Q11, Q12, Q13, Q15* | |  |  | |  |  |  |
| **Initiative:** Did the candidate demonstrate, through his or her answers, a high degree of initiative?  Comments:  *Q9, Q10, Q12, Q13,* | |  |  | |  |  |  |
| **Leadership**: Did the candidate demonstrate, through his or her answers, good leadership skills?  Comments:  *Q5, Q8, Q10, Q11, Q12, Q13, Q15* | |  |  | |  |  |  |
| **Overall Impression and Recommendation**: | | | | | | | |
| Final comments and recommendations for proceeding with the candidate.  Comments: | |  |  | |  |  |  |