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DECISION MATRIX: COMPLETED EXAMPLE

*In this sample, candidates 1 and 3 both met the minimum scoring threshold, but candidate 1 outscored candidate 3 and was either moved to peer interviews or offered the position (based on their position in the hiring process).*

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| **DECISION MATRIX** | | | | |
| **DESIRED COMPETENCIES** | **WT 1-3** | **CANDIDATE 1 SCORE:** *EXAMPLE*  *A* | **CANDIDATE 2 SCORE:**  *EXAMPLE B* | **CANDIDATE 3 SCORE:** *EXAMPLE*  *C* |
| *Competency:* **Adaptability** | 3 | 4 (raw)  12 (weighted) | 2 (raw)  6 (weighted) | 4 (raw)  12 (weighted) |
| *Competency:* **Communication (oral/written)** | 2 | 2 (raw)  4 (weighted) | 4 (raw)  8 (weighted) | 4 (raw)  8 (weighted) |
| *Competency:* **Continuous Learning** | 2 | 3 (raw)  6 (weighted) | 1 (raw)  2 (weighted) | 5 (raw)  10 (weighted) |
| *Competency:* **Critical Thinking Skills** | 2 | 5 (raw)  10 (weighted) | 4 (raw)  8 (weighted) | 3 (raw)  6 (weighted) |
| *Competency:* **Planning, Organizing, and Prioritizing** | 3 | 3 (raw)  9 (weighted) | 3 (raw)  9 (weighted) | 2 (raw)  6 (weighted) |
| *Competency:* **Time Management** | 2 | 2 (raw)  4 (weighted) | 3 (raw)  6 (weighted) | 1 (raw)  2 (weighted) |
| **TOTALS** | | **45** | **39** | **44** |

**Total Potential Score:** 70 **Minimum Threshold:** 40

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| WEIGHTS: 1 Preferred, but not necessary | SCORE: | 1-5, with 1 being Very Poor and 5 being |
| 2 Moderately necessary  3 Essential |  | Excellent |