

# Interview matrix example

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| Candidate: |  |  | Position: |  |
| Interviewer: |  |  | Date: |  |

*Note: Multiply each assigned competency weight by the candidate’s performance score to determine their overall score.*

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| **Core Competencies**   * Teamwork * Planning, Organizing, and Prioritizing * Coping Skills/Continuous Learning * Communication * Exercising Initiative * Problem solving * Diligence * Integrity | **Weight 1-3**  1=Preferred, but not necessary  2=Moderately necessary  3=Essential | **Score 1-5** 5=Excellent  4=Very Good  3=Good  2=Fair  1=Poor | **Comments/Notes** |
| **Planning, Organizing, and Prioritizing:**  Give me an example from where you had to manage multiple priorities and what specifically you did to organize your work. How did you decide what to do first? |  |  |  |
| **Teamwork**  Tell me about a time you worked on a team that accomplished excellent results. What were the main factors in that team’s success? |  |  |  |
| **Coping Skills/Continuous Learning**  When was the last time you were criticized and how did you deal with it? |  |  |  |