

# 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 necessary2=Moderately necessary3=Essential | **Score 1-5**5=Excellent4=Very Good3=Good2=Fair1=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? |  |  |  |