

## H. Appendix

### Appendix F: Interview rating scale form template

An interview rating scale is a fair way to rate and compare candidates to determine the best fit for your team. Ensure the areas of competence are based on the job description and is specific for rating accurately.

Candidate: \_\_\_\_\_

Position: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Interviewer(s): \_\_\_\_\_

#### Rating scale:

5 – Outstanding | 4 – Above average | 3 – Average/ standard experience |

2 – Below average/limited experience | 1 – Poor/no experience | 0 – Not applicable

Area of competence List the top skills/experience required for the role.	Rating	Notes
Technical skills required for the role Experience, education related to role		
Communication Skills required for the role Interpersonal skills, written communication, verbal skills		
Analytical/critical skills required for the role Problem solving, ability to prioritize, work autonomously etc.		
Financial experience related to role OHIP billing, uninsured services, paying and tracking invoices etc.		
Additional Comments		

Total Score: \_\_\_\_\_