

# Applicant Rating Guide

**Applicant:** \_\_\_\_\_

**Directions:**

1. Write “must have” essential skills or competencies in the left hand column.
2. Assign a percentage for each skill based on how important it is to the job.
3. Rate the applicant for each skill by putting a ✓ in one of the numbered columns.
4. Multiply the rating (at the top of each column) by the percentage and record the result in the right hand column.
5. Total all numbers in the right hand column to arrive at the applicant’s summary rating.

Key Skills	Weight %	1. Poor	2. Fair	3. Good	4. Strong	5. Exceptional	6. Skill Rating
		Very little or very basic, would require considerable support	Some but limited; would require some training and support	Proven track record; may require limited or occasional support	Demonstrated expertise; could function well and independently from the start	Outstanding qualifications; expert level; able to coach or train others	
<b>Total Rating</b>							