Inclusive Job Posting Application & Interview Selection
Application Assignment Evaluation Criteria Form

Sample Admin-Tech Assignment & Presentation to Interview Panel
Data Analysis and Google Type Fillable Form - Evaluation

Candidate: #   **Name:** (Added at time of Interview Presentation if names were removed)

Date:

Reviewer:

Review of written submission completed before interview	
Clear, Concise Written Communication • Easy to read/follow/flow -organized in a logical manner • Grammar/Spelling	/2

Meets all requirements outlined in the activity instructions
    o Clear summary & rationale for the findings presented by the candidate to highlight their spreadsheet analysis,
    o Key insights into the composition and mix of contacts relative to the descriptive headings on the excel spreadsheet is evident,
    o Supporting statistics and graphs reinforce summary findings and any potential recommendations.
	/3

Fillable Form Review & Presentation during the Interview	

Fillable Form Review & Presentation
• Effective review and presentation of the multi-stakeholder fillable form created by the candidate to support an engaging and easy end-user data entry experience;
    o Logical rationale for platform selected, content and flow is clear and understandable,
    o Builds on insights presented in the written submission as appropriate,
    o Includes all heading categories noted across the spreadsheet,
    o Demonstrates a good understanding of the potential purpose of the spreadsheet and offers suggested improvements.
• Presentation/communication style is professional, comfortable and engaging.
	/5

TOTAL	**/10**

Notes/Comments: