

SAMPLE

**INTERVIEW AND SELECTION PROCESS FOR CLASSIFIED PERSONNEL
SAN DIEGO UNIFIED SCHOOL DISTRICT—INTERVIEWER'S NOTES
RATING SHEET**

RANK: _____

Position:	Candidate:
-----------	------------

Rating Matrix:

7 points = High	Candidate has extensive experience and thorough knowledge of subject matter required for the position. Candidate could perform the essential functions of the position with a minimum of direction and training
5-6 points = Above Average	Candidate has above average experience and knowledge of subject matter required for the position. Candidate could perform the essential functions of the position with occasional direction and training.
4 points = Average	Candidate has average experience and knowledge of subject matter required for the position. Candidate could perform the essential functions of the position with daily direction and training.
2-3 points = Below Average	Candidate has less than average experience and knowledge of subject matter required for the position. Candidate could not perform the essential functions of the position without substantial direction and training.
0-1 points = Low	Candidate has little or no experience and knowledge of subject matter required for the position. Candidate could not perform the essential functions of the position.

FACTORS	INTERVIEWER'S NOTES	H	AA	A	BA	L
		7	5-6	4	3-2	0-1
1. Education/Training/Experience Question:						
2. Leadership/Management Skills Question:						
3. Personal Attributes/Judgment Question:						
4. Organizational Skills Question:						
5. Job Related Skills Question:						

Interview and Selection Process for Classified Personnel

Interviewer's notes

FACTORS	INTERVIEWER'S NOTES	H 7	AA 5-6	A 4	BA 3-2	L 0-1
6. Job Related Skills: Question:						
7. Job Related Skills: Question:						
8. Job Related Skills: Question:						
9. Job Related Skills: Question:						

10. Is there anything else you would like to share with us that we have not discussed?

11. Do you have any questions for us?

Grand Total:

COMMENTS: _____

Signature of Rater: _____

Date: _____

Submit to: Classification and Recruitment Unit, Annex 9