**Candidate’s Evaluation Form**

Position: Employment Facilitator

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed by:

**Scoring**

This form is to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each question the interviewer should give the candidate a rating point and write specific notes. The rating point is based on the following:

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

1. Tell us about your background, work experience, knowledge, skills and attributes that you would bring to this role that will help make you successful.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. Tell us about your experience in assessing the impacts of disability, including identifying appropriate supports and accommodations?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. We operate under the Independent Living Philosophy. Please explain your understanding of Independent Living and how you would apply the philosophy in the role of Employment Facilitator.

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| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. What is your greatest strength and how will it help your performance in this position?

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| --- | --- | --- | --- | --- |
|  5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. As an Employment Facilitator, you will assist Consumers in determining their goals within a career action plan and assist them in achieving measurable milestones. Can you tell us about a time when you assisted a client with determining their goals and how you assisted them with achieving their goals.

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| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. What is your experience using a virtual platform like Zoom, teams etc.?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. We like to think of ourselves as a team that works together towards the same goals. How do you feel about working in a team environment?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. We all have areas for improvement. What are yours?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. How do you handle stress and pressure?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. Give an example of your best independent work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. **Candidate Enthusiasm** – How much interest did the candidate show in the position?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

1. **Overall Impression and Recommendation** – Final comments and recommendations for this candidate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 – Exceptional | 4 – Above Average | 3 – Average | 2 – Satisfactory | 1 – Unsatisfactory |
| Comments: |

**Total Score**

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Interviewer:………………………