

## The 10-Factor Candidate Assessment

Candidate \_\_\_\_\_

Position \_\_\_\_\_

Interviewer \_\_\_\_\_

Date \_\_\_\_\_

|    | Factor   | Competencies   | Level 1<br>Unqualified  | Level 2<br>Less Qualified   | Level 3<br>Fully Qualified  | Level 4<br>Highly Qualified   | Level 5<br>Super Star   | Rank |
|----|--|--|---|---|---|---|---|------|
|    | <b>General Evaluation Summary</b>              | <b>Technical Motivation Cooperation Viewed by team Impact on team Planning Promotability</b> | Incompetent Unmotivated Uncooperative Distraction Demotivating Reactive No Potential                            | Req's xtra training Req's xtra pushing Needs urging. Avoided Neutral Passive Not promotable                       | Meets high stand's Self motivated Fully cooperative A contributor An asset On top of issues Promotable                | Does it better. Does more, faster Initiates helping. Trains Influences others Anticipate issues Quickly promote         | Sets standards. 120% committed. Poactive coach Asked to lead Motivated others Forward-looking Double promotable             |      |
| 1  | <b>Technical Skills</b>                        | Basic knowledge Application Creativity, vision Learning ability Professionalism              | Can't do the work Doesn't meet minimum standard Incompetent. A distraction                                      | Can do the work but needs added training, supervision.Struggles, slow learner. Tolerated by others                | Can perform all required very well. An asset. Requires minimum supervision can learn anything                         | Does more than is required, does it better, does it faster. Self managed. Trains others. Learns fast.                   | Achieves another level. More creative, more insightful. Sets standards. Leader in field, sought out                         |      |
| 2  | <b>Motivated to Do the Work Required</b>       | Energy, focus Commitment initiative Work-ethnic Self-development                             | Lazy-passive doesn't want to do the work No interest in the position  | Will do the work if urged or pushed. Not a good fit for the work. Avoids issues, reactive. Isn't improving        | Self-motivated to do this type work w/normal supervision. Proactively handles key issues                              | Takes initiative to do more, faster & better. Looks for problems to solve. Self-improves skills.                        | Totally committed to do whatever it takes to get it done. Wants to excel. Constant self-improvement                         |      |
| 3  | <b>Team Skills (EQ) with comparable Groups</b> | Cooperate Motivate Assertiveness Socialibility Influences Lead Others                        | Uncooperative, bad attitude, negative. Hides problems or too individual. Cause of conflict. Antagonistic        | Will cooperate if asked. Needs urging to be invilved with others. Avoids problems. Can't handle conflict. Passive | Fully cooperates with others/w/o urging. Openly addresses problems. Accepts conflict. Pushes viewpoint                | Takes initiative to help others. Anticipates problems. Persuasive. Motivates others. Handles conflict well. Takes lead. | Persuades, inspires, motivates, coaches. Minimize conflict. Diplomatic. Proactively develops others. Asked to lead.         |      |
| 4  | <b>Problem Solving &amp; Thinking Ability</b>  | Intelligence Cause/Effect Analysis Logic Insight Process approach                            | Didn't understand any key issue or develop any solutions. Doesn't know how to start or collect information      | Understood most issues and developed okay solutions. Would need support. Random approach. Inconsistent.           | Clearly understood all key issues and developed reasonable solutions Logical approach. Will involve others.           | Quickly understood all key issues. Works w/others. Developed multiple solutions. Sees secondary solutions and impact.   | Seeks out better solutions. Understood all issues, developed great solutions & new insights. Sees cause and effect.         |      |
| 5  | <b>Achieved comparable Results</b>             | Decision-making Execution Achievement Commitment Experience                                  | Experience and accomplishments are a complete mismatch  | Has some comparable accomplishments. Requires extra training & support to make it.                                | Accomplishments are comparable. Has handled similar projects with solid and comparable results                        | Has achieved better resultshandling similar projects in similar environments.   | Super fit. An MVP! Scope, span, size, scale, complexity, culture match with exceptional results                             |      |
| 6  | <b>Planning &amp; Executing</b>                | Organizing Planning Pace Attitude Team Skills  | Unorganized. Weak planner. Very reactive. Waste a lot of time. Misses most issues                               | Okay organizer, knows how to plan will do it, but needs help & pushing. Not efficient as could be. Reactive.      | Solid planner, organizer. Can handle all job needs. Anticipates issues. Gets it done. Efficient, considers key issues | Efficient planning, organizing, executing is strength. Anticipates, minimizes problems, overcomes challenges            | Coordinates, handles complex challenges smoothly. Makes it happen. Anticipates everything. Sees big picture and all issues. |      |
| 7  | <b>Environment &amp; Cultural Fit</b>          | Decision-making Personality Pace Attitude Team skills  | Complete mismatch on culture and or environment. Oil vs. water type. Has been cause of problems.                | Reasonable match on cultureand environment but not perfect. Needs polishing. Limited track record.                | Very close match on culture and environment. Smooth transfer.   | Track recordindicates excellent match on culture & environment .  | Thrives on this type of environment, culture. Pattern shows smooth transfer   |      |
| 8  | <b>Trend of Growth Over Time</b>               | Ambition Goal-oriented Commitment Responsibility Dedication Career Focus                     | No personal or business growth noted. Makes excuses. Not interested. Blames on others. Job trend is up and down | Some professional & personal growth noted. Capable, but needs to be pushed to grow. Job trend is flat.            | Job growth trend is slightly up or expanding role. Consistent positive pattern. Takes initiative to improve self      | Strong upward growth trend. Consistently soes more. Takes pride in personal development. Pushes to excel                | Great upward trend. Great progress supported by results. Goes extra mile for personal development. Wants more.              |      |
| 9  | <b>Character &amp; Values</b>                  | Honesty Integrity Professionalism Responsibility Commitment                                  | Questionable character. This job does not compare with values.  | Reasonable character. Job somewhat fits values and needs. Will be distraction.                                    | Solid character. Job is a strong fit with values & motivation needs. Stablizing presence.                             | Highly principled person. Job clearly meets values & motivating needs. Influences others.                               | Strongly committed person of great character. Role model. Impacts group. Sets standards.                                    |      |
| 10 | <b>Potential &amp; Overall Summary</b>         | Combo of ability, team skills, management, capacity to grow, vision                          | This job is over person's head. Not a candidate. Multiple problems that are not correctable                     | Can handle this job but will require extra training, supervision. Not likely to grow beyond job                   | Can handle all critical aspects of job and mees most current needs. Has good upside potential                         | Can handle all parts of job, will make quick impact, imrove things and has near-term upside                             | Will make quick impact. Shows great potential to move up two levels. Potential super star                                   |      |

**Total Score** \_\_\_\_\_