

**WESTGATE RESORTS**  
Hiring Leader Interviewing Toolkit



**Candidate Rating**  
and Consensus Guide

# CANDIDATE RATING & CONSENSUS GUIDE

By now, you have met and interviewed (hopefully) many high-quality candidates who would all make a great addition to your team. This is where many managers struggle, asking themselves:

- How do I make the right hiring choice?
- Do I hire the person I like the most?
- Is it best to just hire the candidate with the most experience?
- What should I do if I have more than one ideal candidate?

No one has a crystal ball to predict the future but completing an interview guide for every candidate is your first step in removing some of the hiring guesswork you may have. During the interview, you asked each candidate questions to determine his or her competency to successfully take on a role. Competencies define an individual's ability to successfully carry out his or her skill in line with the company's culture. Candidates were rated on a scale of 5 (excellent) down to 1 (ineffective) for each question.

Now that all of the interviews are complete, filling out this Candidate Rating Guide places all the information you need to compare candidates to make a well-informed hiring decision in one easy to read table.

In this guide, place each candidate's numerical rankings into the Ratings table, then summarize the most helpful comments about each candidate that help you to make the hiring decision.

If your interviews included role specific questions, add those scores at the bottom of the Rankings table.

Begin using this guide by opening the first candidate's completed interview guide to transfer scores and notes. Do not write all the comment notes from the guide, unless you think it is important to notate.

If you should have more than one candidate, print an additional Candidate Rating and Consensus Guide, and repeat the process until you have transferred all the information from candidate interview guides into this format.

Once completed, submit the completed form(s) to Talent Acquisition as part of your discussions about the candidate you have selected.

## Candidate Rating & Consensus Guide

**INSTRUCTIONS:** Complete this rating guide after you've interviewed the candidate and evaluated their interview data. Refer to the scale below for a detailed description of each rating level. Return this form to your talent acquisition recruiter within 48 hours of the interview.

<b>Candidate Name:</b>		<b>Position</b>
<b>Interviewer:</b>		<b>Date:</b>
<b>Core Value</b>	<b>Rating*</b>	<b>Comments</b>
Passion		
Integrity		
Work Ethic		
<b>Competencies</b>	<b>Rating*</b>	<b>Comments</b>
Job Knowledge		
Teamwork		
Quality of Work		
Customer Service		
Reliability & Responsibility		
Communication		
Role Specific (If Applicable)		

*Rating	Definition
1	No evidence of desired characteristic; could not provide specific examples
2	Limited evidence of characteristic; could only provide one example
3	Some evidence of characteristic; provides several examples; may not all be recent behavior
4	Strong evidence of characteristic; provides several rich examples; recent behavior
5	Very strong evidence of characteristic; provides 3 or more rich specific examples; recent behavior

**Additional Notes:**

**Final Recommendation (Circle):**      **Hire**                  **Pass**                  **Potential candidate for another position**