|  |  |  |  |
| --- | --- | --- | --- |
| Candidate’s Name: |  | Date of Interview: |  |
| Department: | HBP Block Grant | Interviewer’s Name: |  |
| Position Title: | Youth Leader –Sugary Drinks Steering Committee | Names of panelists |  |

|  |
| --- |
| **Instructions:**  |
| Prior to the interviews:Review questions together and determine benchmarks for rating each response. Use the below example to guide your thinking. Rating criteria should be based on the completeness of the answer, and the applicant’s ability to demonstrate core competencies of the role, not the manner in which they present themselves or answer the question. If you need additional space for questions, simply copy and paste any of the question tables on page 5 of the form.During the interviews: 1. Ensure all candidates are asked the same questions. Document any follow-up questions.
2. Take thorough notes in the spaces provided.
3. Rate each response, writing the total number of points earned at the end of the template.
4. Return the interview notes to the hiring manager for record retention after a decision has been made on whom to hire.
* The response in the example question was rated a 4/4 because the applicant gave a succinct, compete answer and demonstrated that they are customer-service driven, a core competency of the role.

Please reach out to Human Resources if you have any questions by emailing Recruit@BoulderCounty.org. |

|  |
| --- |
| **EXAMPLE: Boulder County’s vision statement reads: “As trusted stewards of Boulder County’s future, we provide the best in public service.” Tell us about a time when you provided exceptional service. What did you do to make the client satisfied?**  |
| Panelist Notes:* Interviewee worked for county government human services
* While they worked to determine eligibility for a single program, they determined that a client might be eligible for additional services.
* Collaborated with other colleague to get client additional services
* Client appreciated the interviewee’s attention to detail and willingness to find additional resources for them
 |
| Benchmarks: 1—Did not meet expectations —2 Partially met expectations 3—Met expectations 4—Exceeds expectations 1. Did not answer question and/or does not demonstrate skills necessary for role. 2 Answers part of the question, or response does not demonstrate skill in all core competencies. 3. Gives a complete answer.4. Provides a succinct, complete, and coherent answer that exceedingly demonstrates core competencies of role. |
| Score(1-4):  **4**  |

|  |
| --- |
| **QUESTION 1 : Please describe your experience with social media and persuasive or convincing messaging. Feel free to share other skills that would benefit a social media campaign, like graphic design, artistic skills or other …(not sure what to put here).** |
| **Panelist Notes:**  |
| **Benchmarks:** 1—Did not meet expectations —2 Partially met expectations 3—Met expectations 4—Exceeds expectations  |
| **Score (1-4):**  |
| **QUESTION 2: Please share about your interest in promoting wellness. Feel free to describe your knowledge of healthy eating or dietary-related chronic diseases, including personal experience, if you feel comfortable.**  |
| **Panelist Notes:**  |
| **Benchmarks:** 1—Did not meet expectations —2 Partially met expectations 3—Met expectations 4—Exceeds expectations  |
| **Score (1-4):**  |
| **QUESTION 3: Describe a time you were part of a team, what your role was, and how you interacted with your teammates. What were the outcomes of your project?** |
| **Panelist Notes:**  |
| **Benchmarks:** 1—Did not meet expectations —2 Partially met expectations 3—Met expectations 4—Exceeds expectations  |
| **Score (1-4):**  |

|  |
| --- |
| **QUESTION 4: Tell us about a time when you were responsible for something. It could be a school project, a responsibility at home, a job, or another endeavor. What were you responsible for and how did you handle that responsibility?** |
| **Panelist Notes:**  |
| **Benchmarks:** 1—Did not meet expectations —2 Partially met expectations 3—Met expectations 4—Exceeds expectations  |
| **Score (1-4):**  |
| **QUESTION 5: Please share your thoughts on social justice and racial equity.** |
| **Panelist Notes:**  |
| **Benchmarks:** 1—Did not meet expectations —2 Partially met expectations 3—Met expectations 4—Exceeds expectations  |
| **Score (1-4):**  |
| **QUESTION 6: What aspect of this social media campaign are you most excited about?** |
| **Panelist Notes:**  |
| **Benchmarks:** 1—Did not meet expectations —2 Partially met expectations 3—Met expectations 4—Exceeds expectations  |
| **Score (1-4):**  |
| **QUESTION 8: Are there any questions that you have for us?** |
| **Panelist Notes:**  |
| **This question is not scored.**  |

|  |
| --- |
| **ADDITIONAL COMMENTS, NOTES, AND FOLLOW-UP QUESTIONS** |
| Panelist Notes: |

|  |
| --- |
| Applicant’s Cumulative Total Score: 16 |
| Interviewer Recommendation: | Advance [ ]  | Hire [ ]  | Reject [x]   |