

Mission Township
Employment Interview Panel Rating Form
Approved: 10-9-2023



Applicant Name:	Position:
Panel Member Name:	Interview Date:

Minimum/Desired Criteria	Comments	Rating 1=Low 5=High
1. Minimum/Desired Qualifications <ul style="list-style-type: none"> ▪ Education/Certification background ▪ Job history/stability ▪ Prior responsibility levels ▪ Demonstrated knowledge & skills 		
2. Motivation, Attitude & Character <ul style="list-style-type: none"> ▪ Friendly/outgoing personality ▪ Good fit for the town ▪ Willingness to work as a team member 		
3. Use of Judgement <ul style="list-style-type: none"> ▪ Willingness to accept responsibility for actions ▪ Demonstrated sound leadership skills ▪ Understands outcomes of decisions 		
4. Communications <ul style="list-style-type: none"> ▪ Expresses thoughts in understandable manner ▪ Actively listens, answers questions ▪ Good eye contact, body language, etc. 		
5. Interest in the Position <ul style="list-style-type: none"> ▪ Asks questions to clarify the position ▪ States how they are a good fit for the position 		

Total Interview Score