EMPLOYEE RATING MATRIX

Position: _____

Department: _____ **Date:** _____

Hiring Manager: _____ **Phone No.:**_____

Please follow these steps when completing this form; (A sample form is available on our website).
Step 1 ⇨ Record the raw points from the **'Evaluation Raw'** and the **'Questions Raw'** columns for each applicant.
Step 2 ⇨ Sum the results in the **'Total Raw'** column for each applicant.
Step 3 ⇨ Enter the applicant's evaluation ranking in the **'Evaluation Rank'** column for each applicant.
Step 4 ⇨ Enter the application's interview ranking in the **'Questions Rank'** column.
Step 5 ⇨Sum the 'Evaluation Rank' and the **'Questions Rank'** columns in the **'Total Rank'** column. The interviewed applicant with the **lowest 'Total Rank'** is the person selected.
Step 6 ⇨ Indicate the candidate selected with an asterisk.
Step 7 ⇨Indicate whether the #2 candidate is acceptable (in the event the #1 candidate declines).

Either the hiring manager or EEO should complete the Evaluations Sheet. If a test was given, add the total number of correct answers to the Question Point total. If a committee was used, sum all of the interview score in the **'Questions Raw'** column. Be sure to list all persons evaluated and interviewed. Please use the comments line for additional remarks.

Name	Evaluation Raw	Evaluation Rank	Questions Raw	Questions Rank	Total Raw	Total Rank

* Person Selected. Is the #2 applicant acceptable? Yes ☐ No ☐ Comments: _____

_____

Proposed Start Date: _____

Print Name Title Signature