

Sample: Executive Director Candidate Rating Criteria

Using a rating sheet can be helpful to keep track of interviewer impressions of each candidate and their respective strengths and weaknesses. On the following pages, you will find a sample sheet to adapt for your purposes.

Name:				
Interviewer:				
Candidate:				
	Outstanding	Strong	Adequate	Weak
Commitment to Mission Demonstrated commitment (or ability to commit) to our organization's mission and primary constituency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				
Leadership Ability to problem-solve, build teams and confidently guide the organization. Demonstrates the capacity to inspire and guide people into action. Demonstrates social and emotional intelligence skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				
Entrepreneurship and Creativity Ability to understand the needs of our organization's primary constituency and develop a powerful and cogent vision, establish a strategic direction and maximize strategic opportunities. Is comfortable with complexity and uses out of the box thinking to find creative solutions to problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				

	Outstanding	Strong	Adequate	Weak
<p>Fundraising</p> <p>Ability to develop and lead a diversified, sophisticated fundraising strategy including cultivating foundation support, individual donors and government grants that will expand the organization's resources in order to better achieve its mission.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				
<p>General Management & Internal Operations/Systems</p> <p>Advanced knowledge and practice in organizational development. Ability to accurately diagnose organizational problems, oversee implementation of management systems and effectively manage change initiatives.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				
<p>Staff Leadership/Supervision</p> <p>Ability to select, motivate, and develop staff to achieve excellence. Has a commitment to staff development and building an organizational learning culture.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				
<p>Financial Leadership</p> <p>Is financially literate and able to provide appropriate levels of guidance and oversight on financial management issues.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				

	Outstanding	Strong	Adequate	Weak
External Visibility & Communications Ability to communicate clearly with diverse audiences using appropriate means. Ability to build the organization's stature and raise its profile among diverse stakeholders and the general public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				
Board Relations/Development Ability to be an effective leadership partner with the board. Knows when to consult the board and supports the board's work and continued development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				
Cultural Competency Ability to relate to people of varied economic, racial, ethnic, and religious backgrounds. Sound knowledge of the issues faced by our constituencies or communities we serve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				
Subject Matter Expertise Is knowledgeable and has substantial experience in the field. Capable of conducting public policy analysis and advocacy related to our mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>				