

### How to Make your Selection

Use this checklist to rate each of the people that you interview. Just rate them on a scale of 1 to 5 (with 1 being “no, not a match at all” and 5 being “yes, an ideal match”) for each of the key elements of the role and add up the total score for each person.

Complete this form as soon as possible after the interview in order to capture your thoughts while they are “fresh.” There is space at the end to add your own specific criteria as well.

Name of Interviewee: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

|                                                                          |   |   |   |   |   |
|--------------------------------------------------------------------------|---|---|---|---|---|
| Do they have the skillset and/or experience that I am looking for?       | 1 | 2 | 3 | 4 | 5 |
| Have they successfully done this kind of work for clients before?        | 1 | 2 | 3 | 4 | 5 |
| Have they done training and/or certification in their area of expertise? | 1 | 2 | 3 | 4 | 5 |
| Did they ask great questions to get a clear understanding of my needs?   | 1 | 2 | 3 | 4 | 5 |
| Did they demonstrate “business mindset” and tell me how they can help?   | 1 | 2 | 3 | 4 | 5 |
| Did we “click” in our conversation? Did the conversation flow?           | 1 | 2 | 3 | 4 | 5 |
| Did they have good, positive energy on the call?                         | 1 | 2 | 3 | 4 | 5 |
| Does their availability match what I am looking for?                     | 1 | 2 | 3 | 4 | 5 |
| Does their preferred method of communication match mine?                 | 1 | 2 | 3 | 4 | 5 |
| Does their rate work with my budget?                                     | 1 | 2 | 3 | 4 | 5 |
| Are they open to doing a dating project first?                           | 1 | 2 | 3 | 4 | 5 |
| Did they send their quote/proposal to me in a timely manner?             | 1 | 2 | 3 | 4 | 5 |
| Did they follow-up with me after our call to express their interest?     | 1 | 2 | 3 | 4 | 5 |
| Do their references (past clients) have positive feedback?               | 1 | 2 | 3 | 4 | 5 |
| Do my other team members think this person is a fit? (if applicable)     | 1 | 2 | 3 | 4 | 5 |

|                                                              |   |   |   |   |   |
|--------------------------------------------------------------|---|---|---|---|---|
| Do I feel confident in their ability to “get the job done?”? | 1 | 2 | 3 | 4 | 5 |
| Do I have a positive "gut check" on this person?             | 1 | 2 | 3 | 4 | 5 |
|                                                              | 1 | 2 | 3 | 4 | 5 |
|                                                              | 1 | 2 | 3 | 4 | 5 |
|                                                              | 1 | 2 | 3 | 4 | 5 |
|                                                              | 1 | 2 | 3 | 4 | 5 |
|                                                              | 1 | 2 | 3 | 4 | 5 |

Total Score: \_\_\_\_\_