Behaviorally Anchored Rating Scale

Candidate Name: __________________________________________________________

Competency: Change Management

Behavior: Communicates changes in project timeline to stakeholders in a timely manner and at the correct level of information.

Interview Question: Tell me about a time you had to communicate a timeline change to a group of project stakeholders. What did you do and how did it turn out?

3: Exceeds expectation
   Candidate can be expected to communicate timeline changes to all stakeholders within 12 hours of change being made. Tailors message to individual stakeholders based on their individual knowledge and involvement in project.

2: Meets expectation
   Candidate can be expected to communicate timeline changes to all stakeholders within 12 hours of changes being made. Provides enough information for all stakeholders to understand.

1: Does not meet expectation
   Candidate cannot be expected to communicate timeline changes to all stakeholders within 12 hours of changes being made. Does not provide enough information for all stakeholders to understand.

NOTES: Why did you rate the candidate the way you did? Please include at least some notes for our records.
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