**Rating sheet for Library Director Candidates**

Candidate’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Score each area between 1 and 5 points. A score of 1 means unsatisfactory, 3 is acceptable, and 5 is excellent.

1. Communications Skills

Displays skills in oral expression: organization of ideas, adapts to listeners and

situation, clarity of expression, effective and persuasive use of language. Score \_\_\_\_\_\_

2. Job Knowledge and Experience

Breadth and depth of knowledge and experience for this position.

Demonstration of initiative and customer service awareness. Score\_\_\_\_\_\_

3. Supervisory Abilities and Working Relationships

Apparent knowledge of sound supervisory principles and practices,

Apparent ability to direct and work well with staff, Board, Town, public.

Interpersonal skills Score\_\_\_\_\_\_\_

4. Preparation and Judgment

Has candidate prepared for the interview. Is s/he knowledgeable about the

Town and the Library. Are answers thoughtful? Score\_\_\_\_\_\_\_

5. Overall Impression

Enthusiasm, self-confidence, assurance. Impressions of intelligence and

awareness of current library and external issues. Level of interest in proceeding

with this candidate.

Score\_\_\_\_\_\_\_\_

Comments: