

**The Corporate Recruiter**  
**10-Factor Assessment Template**  
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Candidate: \_\_\_\_\_ Position: \_\_\_\_\_ Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**1. Delivers Top Candidates On-time and Within Budget**

Unqualified-1	Average-2	Well Qualified-3	Highly Qualified-4	Exceptional-5	Score
Incompetent. Doesn't understand what quality is, and doesn't deliver.	Meets basic needs. Fills position. Admin type. Knows how to use tools.	Exceeds expectations. Meets schedule and frequently w/top people.	Very strong. Makes it happen. Consistently delivers results on time.	Delivers top candidates w/great metrics. Clients and candidates respect.	

**2. Understands/Uses Performance Requirements of Position**

Has little understanding of real job needs. At best a box checker.	Sees beyond job spec, but only enough to impact results a little.	Has solid understanding of real job needs. Confident. Gets clarification.	Clearly knows real perf needs of job to assess, close, influence all.	Knows real job needs as well as hiring manager and can use completely.	
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**3. Use High Volume and Tech Sourcing Tools to Find Candidates**

Narrow approach. Always the same. Few top candidates sourced.	Okay. Relies heavily on basic tools to find candidates. Meets needs.	Strong w/basic systems, and uses variety of other good techniques.	Use broad array of tools to consistently deliver strong candidates.	Always uses whatever is necessary to build pool of top candidates.	
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**4. Uses High-touch Direct Sourcing and Networking Techniques to Find Top Candidates**

Ineffective. No ability to find candidates through referral process.	Does it. Generally just gets typical names of candidates now looking.	Obtains few good candidates through referrals. Motivated to work it.	Works referral network consistently to max value of every call.	Knows, works market. Proactive in getting top names. Builds pipeline.	
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**5. Efficiently Manages All Search Activities**

Poorly organized. Misses deadlines. Wastes time. Linear. No tools.	Gets in done, but requires extra effort. Balls dropped now and then.	Can manage multiple assignments using variety of tools. Well organized.	Effectively uses all tools to manage activity in high pace situation.	Uses PC, on top of it all, great multi-tasker. Obtains needed resources	
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**6. Use Job/Market Expertise to Improve Results**

Hit or miss. No prep. Wings it. Doesn't do anything to learn needs.	Understands basic employment market issues. Does some research.	Quite knowledgeable about industry, trends, employment issues.	Proactive in learning about related hiring issues. Seen as advisor.	An expert. Knows it all: comp, key players, assoc, mags, highly regarded.	
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**7. Works Directly with Hiring Manager to Influence Process and Results**

A detractor. Doesn't get along w/hiring manager. Seen as admin, at best.	Can work with manager to develop basic spec, and adds some value.	Adds value. Understands candidates and job needs. Input considered.	Valued resource. Input sought on candidates. Involved in process.	Trusted advisor, coach. Key resource. Totally involved in decision.	
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**8. Manages Candidate's Needs Throughout Process**

Too pushy. Doesn't relate to candidates. Presents job, not career.	Neutral. Handles admin. Not influencing enough. Seen as typical HR.	Provides standard advice and is seen by candidate as advocate. Influences.	Clearly influences candidate's decision. Opens and closes very well.	Great opener, closer. Sought after by candidates as career advisor.	
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**9. Accurately Interviews and Assesses Candidate Competency**

Mechanical. Inaccurate. Not insightful. Doesn't read between the lines	Okay w/screening, but not complete assessment. Needs support.	Uses multiple tools to assess. Solid skills. Generally correct. Semi-sure.	Accurate, confident. Uses variety of tools well. Persuades others.	Leads assessment. Uses all tools. Insightful. Very accurate, confident.	
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**10. Work with Team to Coordinate All Search and Process Activities**

Uncooperative. Works in a vacuum. Doesn't support others. A pain.	Works with others on as-needed basis. Cooperative. Doesn't initiate.	Work well w/team to improve process. Takes initiative to help others.	Initiates team action. Support others. Looked upon for advice.	Proactive w/team. Seen as strong mentor and advisor. Trains others.	
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**FINAL RANKING** = Total Above \_\_\_\_ /10 =

**Recommendations:**