**Hiring Committee,**

Please save your final “Scoring Rubric” document for each candidate using the following format: CandidatesLastName\_YourInitials\_Score.pdf

**Process to explain to candidates. Jane**

* **Interview Process.** You are being interviewed for the position of Community Engagement and Communications Coordinator for the Agency of Natural Resources. This position is within the Secretary’s Office and reports directly to the Director of the Climate Action Office.
* We will interview you for 30 minutes. During this time, we will ask you 10 questions. Please be concise. Take time to consider the questions and let us know if you would like us to repeat any. As a courtesy, all questions will be posted on the chat as we ask them.
* The first round of interviews finalizes INSERT. Expect to hear from us on INSERT. The second round of interviews begin the first week of May.

Any questions? Let’s start.

**Scoring Rubric**

**First Round Interviews: Community Engagement and Communications Coordinator**

**Interviewee Name:** Cloe Dickson **Total Score: \_\_\_56.5\_\_\_\_**

**Interviewer Name:** Stephanie Brackin **Second Interview: YES NO MAYBE**

**Interview Date:** 4/18/23

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**QUESTIONS SCORE 0-5**

**Q.1.** In one word, how would you describe yourself at work? In your personal life? Marian **Q.1. \_\_\_\_3.5\_\_\_\_**

Notes: Personality.

Curious. Fun.

**Q.2.** Tell us about yourself and make a link to why we should hire you? Karla Q**.2. \_\_\_\_3.5\_\_\_\_**

Notes: Organization skills. Thought Process.

Used pronouns. Masters enviro science. Climate story telling. Yale U. Community engagement: interviews and archival work. Value of building relationships. Work in rural communities, building trust.

Intuitive knowledge, good education.

**Q.3.** How would you describe climate change to a member of the public? Stephanie **Q.3. \_\_\_\_1.5\_\_\_\_\_** Notes: Position Specific. Hard skills and plain language.

Tried to explain climate change to grandmother. Didn’t really grasp changing to plain language.

**Q.4.** What career or personal accomplishment makes you most proud?Jane  **Q.4. \_\_\_\_2.5\_\_\_\_** Notes: Leadership.

Recently published an OpEd and received positive feedback from the community. Reenforced the importance of communications.

**Q.5.** How would you describe your approach to problem-solving and share an

example where you used it toovercome a difficult work situation? Marian **Q.5.** **\_\_\_\_3\_\_\_\_**

Notes: Analytical.

Comms director at Yale, in the work of putting together magazine, conflict between designer and editors. Opened up conversations with partners… “speaking up.” Recognizing own limitations. Group came to better understanding.

**Q6.** What qualities or skills make you most effective with a team? Karla **Q.6. \_\_\_\_2\_\_\_\_**

Notes: Teamwork.

Worked with a lot of teams. Do better with some teams than others. Likes being able to share ideas and have leeway. Trust team to give feedback. Working toward unified goals.

**Q.7.** How would you describe your communicate skills and how would those support the broader needs of an Office? Stephanie **Q.7. \_\_\_2\_\_\_\_\_**

Notes: Communication skills.

Lots of writing skills. Communicating climate to the larger public. Talking a lot of information and boiling it down. Worked on social media, pulling from stories.

**Q.8.** Tell us about a time you had to manage a challenging interaction with the public.

How did you handle it? Jane Notes: Management Skills. **Q.8.** **\_\_\_2\_\_\_\_\_**

Part of masters thesis, dealing with kids at science camp, problem with differing political beliefs. Speak with parents about bullying. Meet people where they are and establish boundaries.

**Q.9.** What does success/failure mean to you in working with the public? Marian **Q.9. \_\_\_2.5\_\_\_\_\_**

Notes: Drive.

Success is rooted in building trust and connection. Meeting people where they are. Requires vulnerability. Failure is when emotions flare up and conversations cannot happen.

**Q.10.** Is there anything else you would like us to know about you? Stephanie **Q.10. \_\_\_\_2.5\_\_\_\_\_**

Notes:

Deep routes in NH and VT. Know a lot about the water in the Southwest. Honed communication skills in writing and interviewing skills.

DO NOT score the following question, this is just for ease of interviewing:

Do you have any question for us? Karla

Thank you! Will be in contact. Jane

**Intangible Skills SCORE 0-50**

Please consider the following factors:

Fit for the Position, Interview Preparedness, Desire/Interest for the Position, Professionalism, Soft Skills Fit (Communications, Empathy, Organization, Time Management, etc.) Emotional Intelligence, Personable/Congeniality/Relatability, Ability to Work with All Types of People

Notes: **INTANGIBLE SCORE \_\_\_\_\_35\_\_\_\_\_**

Upbeat, fast speaker, not reflective. Run-on anecdotes. Over uses the word “totally”.

**Overall Thoughts and Comments:**

Yale student. Work in western Colorado. Upbeat, has the science background. Unable to connect how her work/experience may apply to the position at hand. Smart and capable. May need to work on public/verbal presentation.

**Concerns or Other Areas to Probe/Explore:**

**Question Subtotal: \_\_\_21.5\_\_\_\_\_**

**Intangible Subtotal: \_\_\_35\_\_\_\_\_**

**Total: \_\_\_56.5\_\_\_\_\_**

(Remember to fill out total score blank in heading.)