Recruiter Observation Skills Rubric

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| **Communication**   |  |  |  | | --- | --- | --- | | With Family- Flow of the interview was clear and concise. | **Y** | **N** | | Community- Explanation of the program made sense to all involved. | **Y** | **N** | | Co-Workers- Effective Coordination/  Collaboration | **Y** | **N** | | Supervisor-Keeps all informed | **Y** | **N** | | Follow through is consistent. | **Y** | **N** | | Non-verbal Communication is clear and helpful. | **Y** | **N** | | Languages- Recruiter is fluent in needed languages | **Y** | **N** | | **Flexibility & Organization**   |  |  |  | | --- | --- | --- | | Quick Thinker | **Y** | **N** | | Adaptable | **Y** | **N** | | Hours worked coordinates with the best time to recruit. | **Y** | **N** | | Has a well focused and prioritized agenda? | **Y** | **N** | | Does effective Pre Planning activites? | **Y** | **N** | | Conducts effective post planning? | **Y** | **N** | | Has a clear system to document leads and follow up needed | **Y** | **N** | | Additional Comments: | | |   **Due Diligence/ Professionalism**   |  |  |  | | --- | --- | --- | | Asks additional questions as needed. | **Y** | **N** | | Patient | **Y** | **N** | | Observant | **Y** | **N** | | Uses Proper Attire | **Y** | **N** | | Differentiates easily how to talk with people and explain the program. Is able to gain the respect of those he/she comes in contact with. | **Y** | **N** | | Additional Comments: | | | | | |
| **Proactivity**  \_\_\_\_Networks well with all possible resources.  \_\_\_\_Follows and communicates leads.  \_\_\_\_Uses the time of the year to his/her advantage in the work he/she is planning and conducting.  \_\_\_\_Takes action to move things along as necessary. | **Ability to Convince**  \_\_\_\_Genuine  \_\_\_\_Persistent  \_\_\_\_Empathetic  \_\_\_\_Understands and shares feelings  \_\_\_\_Makes connections and gains trust. | **Trustworthy**  \_\_\_\_Reliable  \_\_\_\_Careful to not promise more than is possible. | **Outgoing**  \_\_\_\_Extrovert  \_\_\_\_Couragous but cautious  \_\_\_\_Approachable  \_\_\_\_Knows when to use humor. |