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. |