

Recruiter Name: _____ Date: _____
 Supervisor Completing the Form Name: _____



Recruiter Observation Skills Rubric

<u>Communication</u>	<u>Flexibility & Organization</u>		
With Family- Flow of the interview was clear and concise.	<u>Y</u>	<u>N</u>	
Community- Explanation of the program made sense to all involved.	<u>Y</u>	<u>N</u>	Quick Thinker <u>Y</u> <u>N</u>
Co-Workers- Effective Coordination/ Collaboration	<u>Y</u>	<u>N</u>	Adaptable <u>Y</u> <u>N</u>
Supervisor-Keeps all informed	<u>Y</u>	<u>N</u>	Hours worked coordinates with the best time to recruit. <u>Y</u> <u>N</u>
Follow through is consistent.	<u>Y</u>	<u>N</u>	Has a well focused and prioritized agenda? <u>Y</u> <u>N</u>
Non-verbal Communication is clear and helpful.	<u>Y</u>	<u>N</u>	Does effective Pre Planning activities? <u>Y</u> <u>N</u>
Languages- Recruiter is fluent in needed languages	<u>Y</u>	<u>N</u>	Conducts effective post planning? <u>Y</u> <u>N</u>
			Has a clear system to document leads and follow up needed <u>Y</u> <u>N</u>
			Additional Comments:
			<u>Due Diligence/ Professionalism</u>
			Asks additional questions as needed. <u>Y</u> <u>N</u>
			Patient <u>Y</u> <u>N</u>
			Observant <u>Y</u> <u>N</u>
			Uses Proper Attire <u>Y</u> <u>N</u>
			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. <u>Y</u> <u>N</u>
			Additional Comments:
<u>Proactivity</u>	<u>Ability to Convince</u>	<u>Trustworthy</u>	<u>Outgoing</u>
____ Networks well with all possible resources.	____ Genuine	____ Reliable	____ Extrovert
____ Follows and communicates leads.	____ Persistent	____ Careful to not promise more than is possible.	____ Couragous but cautious
____ Uses the time of the year to his/her advantage in the work he/she is planning and conducting.	____ Empathetic		____ Approachable
____ Takes action to move things along as necessary.	____ Understands and shares feelings		____ Knows when to use humor.
	____ Makes connections and gains trust.		