

Examples of Candidate Ranking Criteria

For each job, some qualities or characteristics of the person in it will be more important than others. Before you start reviewing CVs, sit with the selection committee (even if that's just you), pick five or six of these (or other) qualities and skills that will be most important for the job, and give them each a relative importance.

1. Relevant experience (you could also list specific types of experience you're looking for and rank them)
2. Relevant technical skills (you could be very specific about these)
3. Language skills (English language speaking, reading, and writing may be important. Also, speaking a particular local language might be something crucial to the work).
4. Communications skills (writing, speaking, teaching)
5. Critical thinking skills
6. Problem solving skills
7. Ability to work independently
8. Ability to understand and follow instructions
9. Motivation and commitment to the work
10. Familiarity with local culture
11. Collaboration skills (aligns work with CRS goals, has a team orientation and self-awareness)
12. Leadership ability (vision, decision-making, planning and organizing, representation)
13. Management ability (Interpersonal, coaching, negotiation, trustworthy)
14. Understands significance of partnership; relationship & capacity building
15. Fit with CRS's organizational values and culture
16. Strategic thinking