

Selection Matrix Chart Sample

Instructions:

Use a scale of 1 – 3 to rate each candidate on your evaluation criteria. This form is subject to the Public Information Act in accordance with the State of Texas Retention Schedule and is used to assist in selecting the final candidate. Selection criteria are only examples and should be reviewed/customized based on the position.

1 – Below Requirements

2 – Meets Requirements

3 – Exceeded Requirements

	Candidate 1: _____	Candidate 2: _____	Candidate 3: _____	Candidate 4: _____	Candidate 5: _____
Interpersonal skills					
Knowledge of general subject					
Specific job skills / knowledge					
Administrative skills					
Computer proficiency					
Education					
Years of experience					
Unrelated experience					
Other: _____					
Other: _____					

Other: _____					
TOTAL RATING	_____	_____	_____	_____	_____

“Other” Options: Preferred experience, preferred education, licenses/certifications, supervisory experience, cumulative GPA, training skills, etc.

Note: All Employment Selection Records, such as notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews and all other records that document the selection process need to be retained within the hiring department for two years after hire of the finalist based on State of Texas Records Retention Schedules for State Agencies.