

**Tool 12-14**

**Assessment Chart**

*Instructions:*

1. Determine the attributes that are most important to the position that is being considered. These could include any skills or competencies such as decision making, communication skills, technical knowledge, customer focus, creativity, and so forth.
2. Place the top candidates' names across the top row.
3. Place each skill in the first column.
4. Rank each person on each skill. Each row should have the candidates ranked starting with the top candidate as number 1. The other candidates would be 2, 3, and downward in ranking.
5. Total the numbers for each candidate at the bottom.
6. The candidate with the lowest number is the top candidate.

	Name	Name	Name	Name	Name	Name
<b>Skill A</b>						
<b>Skill B</b>						
<b>Skill C</b>						
<b>Skill D</b>						
<b>Skill E</b>						
<b>TOTAL</b>						