Candidate Ranking Sheet aka Forced Ranking Sheet

The purpose of a Candidate Ranking Sheet is to help you rank candidates over the course of an interview process. It is often difficult, when interviewing more than 2 or 3 candidates, to keep them and their knowledge, skills and abilities (KSAs) straight during the course of an interview process. So, after each interview, it is best to rank them on the Ranking Sheet. Here are step by step instructions

1. List the candidates, in order of their interviews, down the left side of the page, from top to bottom.
2. After each interview, assign their ranking. So after the first candidate is interviewed, they would be #1. Even if they did not interview well, they are still #1 because there is no one else who has been interviewed yet. Place a “1” in the box in the first column to the right of their name.
3. After the second candidate interviews, assess whether they had better KSAs than the first candidate. If yes, they are then ranked #1 and the candidate that interviewed first is ranked #2. So you would place a 1 in the 2nd column next to the second candidate’s name and then put a #2 next to the candidate who interviewed first. Please review the example sheet. On the example sheet attached, this is Lenny Kravitz. Eva Cassidy is ranked second by putting a 2 next to her name in the 2nd column
4. After the 3rd candidate is interviewed (Ed Sheeran on the example sheet), you would then compare him to the other candidates. Are his KSAs better than the candidate ranked number 2 (Eva Cassidy)? No, then Ed is ranked s #3, and Eva is #2 and Lenny is still #1.
5. Continue this process throughout the interviewing process.
6. At the bottom of the sheet, please list the candidates in the appropriate order.