

**Candidate Expectation:** Candidates will produce evidence of proficiency in demonstrating efficient time management by having and using a time management tool, handling multiple tasks with competing timelines, being able to prioritize, and meeting deadlines while producing quality results.

INDICATORS	1=STRONG EVIDENCE SKILL IS NOT PRESENT	3= MODERATE EVIDENCE SKILL IS PRESENT	5= VERY STRONG EVIDENCE SKILL IS PRESENT
<b>A. TIME MANAGEMENT TOOL</b>	<p><i>Makes an attempt to keep events and assignments in a time management tool.</i></p> <ul style="list-style-type: none"> <li>50% or less activities are recorded in a planner, calendar, etc.</li> </ul>	<p><i>Records most events and assignments in a time management tool.</i></p> <ul style="list-style-type: none"> <li>60-80% of activities are recorded in a planner, calendar, etc.</li> </ul>	<p><i>Records all events and assignments in a time management tool.</i></p> <ul style="list-style-type: none"> <li>95-100% of activities are recorded in a planner, calendar, etc. which is organized and extremely effective.</li> </ul>
<b>B. HANDLING MULTIPLE TASKS WITH COMPETING TIMELINES</b>	<p><i>Has difficulty handling multiple tasks with competing timelines and deadlines.</i></p> <ul style="list-style-type: none"> <li>Focuses on one task at a time and sometimes ignores deadlines.</li> </ul>	<p><i>Is mostly able to complete multiple tasks with competing timelines and deadlines.</i></p> <ul style="list-style-type: none"> <li>Focuses on multiple tasks but sometimes misses a deadline.</li> </ul>	<p><i>Is excellent at completing multiple tasks with competing tasks and deadlines.</i></p> <ul style="list-style-type: none"> <li>Focuses on multiple tasks and never misses a deadline.</li> </ul>
<b>C. ABILITY TO PRIORITIZE</b>	<p><i>Has difficulty with prioritizing activities.</i></p> <ul style="list-style-type: none"> <li>Jumps into the work without analyzing the impact to the entire plan.</li> <li>Often completes the fun, easy-to-do activity first, ignoring others of higher priority.</li> </ul>	<p><i>Is usually good at prioritizing, sometimes concentrates too long on one activity.</i></p> <ul style="list-style-type: none"> <li>Sometimes has minor difficulty following through with the plan.</li> <li>Sometimes procrastinates the completion of activities regardless of priority order.</li> </ul>	<p><i>Is great at prioritizing, makes the correct decisions to spread work and attention on important tasks.</i></p> <ul style="list-style-type: none"> <li>Very effective at getting the job done in accordance with the plan.</li> <li>Always considers the important priorities first.</li> </ul>
<b>D. MEETING DEADLINES WITH QUALITY RESULTS</b>	<p><i>Has difficulty with meeting deadlines while producing quality results.</i></p> <ul style="list-style-type: none"> <li>Quality sometimes suffers due to conflicting timelines.</li> </ul>	<p><i>Is good at meeting deadlines with quality results.</i></p> <ul style="list-style-type: none"> <li>Quality is usually good with timelines most often met.</li> </ul>	<p><i>Has the ability to meet every deadline while producing exemplary results.</i></p> <ul style="list-style-type: none"> <li>Excellent quality is consistently produced on-time.</li> </ul>

**Reflective Questions for the Interviewer to Consider when Evaluating:**

- 1) Does this candidate use some form of a time management tool effectively?
- 2) Has this candidate ever missed a deadline?
- 3) Is this candidate able to juggle multiple priorities?
- 4) Does this candidate produce high quality work even with multiple tasks occurring at the same time?

**Reflective Questions for the Interviewee to Consider when Preparing:**

- 1) How do you keep track of multiple responsibilities?
- 2) On a scale of 1 to 5 with 1 being always late and 5 being always on time, how would you rate yourself?



**Candidate Expectation:** Candidates will produce evidence of proficiency in demonstrating organizational skills by locating necessary information or items quickly and easily and being detail-oriented.

INDICATORS	1=STRONG EVIDENCE SKILL IS NOT PRESENT	3= MODERATE EVIDENCE SKILL IS PRESENT	5= VERY STRONG EVIDENCE SKILL IS PRESENT
<b>A. LOCATING NECESSARY INFORMATION OR ITEMS QUICKLY AND EASILY</b>	<p><i>Locates necessary information or items, but sometimes takes more time or effort.</i></p> <ul style="list-style-type: none"> <li>Struggles with researching and finding information.</li> </ul>	<p><i>Locates most necessary information or items with ease in an adequate amount of time.</i></p> <ul style="list-style-type: none"> <li>Is experienced with researching and locating information, occasionally seems to have a little trouble finding information.</li> </ul>	<p><i>Locates necessary information or items very quickly and easily.</i></p> <ul style="list-style-type: none"> <li>Is obviously experienced and comfortable with research methods, finds information effortlessly.</li> </ul>
<b>B. BEING DETAIL-ORIENTED</b>	<p><i>Has difficulty being detail-oriented.</i></p> <ul style="list-style-type: none"> <li>Sometimes overlooks details that could be very beneficial to the activity; lacks organization.</li> </ul>	<p><i>Is mostly good at being detail-oriented.</i></p> <ul style="list-style-type: none"> <li>Usually provides details which are supportive of the activity; displays good organizational skills.</li> </ul>	<p><i>Is able to stay fully detail-oriented.</i></p> <ul style="list-style-type: none"> <li>Always provides details which support the activity; is well organized and on track.</li> </ul>

**Reflective Questions for the Interviewer to Consider when Evaluating:**

- 1) Does this candidate know where to find needed information?
- 2) Does this person provide details to support the information discussed in the activity?

**Reflective Questions for the Interviewee to Consider when Preparing:**

- 1) How do you know where to look for resources which help to support your ideas?
- 2) Would you consider yourself to be detail-oriented?
- 3) How did you learn how to organize information and keep track of your responsibilities?



**Candidate Expectation:** Candidates will produce evidence of proficiency in demonstrating an ability to plan and prioritize by handling both large and small tasks with ease, breaking down large tasks into manageable components, having defined long-term and short-term goals, and having the ability to prioritize and delegate.

INDICATORS	1=STRONG EVIDENCE SKILL IS NOT PRESENT	3= MODERATE EVIDENCE SKILL IS PRESENT	5= VERY STRONG EVIDENCE SKILL IS PRESENT
<b>A. HANDLING BOTH LARGE AND SMALL TASKS</b>	<p><i>Has difficulty handling large and/or small tasks.</i></p> <ul style="list-style-type: none"> <li>Seems to have trouble deciding the order to do several tasks.</li> </ul>	<p><i>Does a good job handling both large and small tasks with some ease.</i></p> <ul style="list-style-type: none"> <li>Is thoughtful about the planning and sequencing of tasks, but occasionally makes priority mistakes.</li> </ul>	<p><i>Handles both large and small tasks with ease.</i></p> <ul style="list-style-type: none"> <li>Is efficient in planning, managing and completing all tasks in a timely and organized fashion.</li> </ul>
<b>B. BREAKING DOWN LARGE TASKS INTO MANAGEABLE COMPONENTS</b>	<p><i>Has some trouble breaking down large tasks into manageable components.</i></p> <ul style="list-style-type: none"> <li>Issues are broken into parts but still require more separation to be manageable.</li> </ul>	<p><i>Does a good job breaking down large tasks into manageable components.</i></p> <ul style="list-style-type: none"> <li>Issues are broken into parts, but are sometimes not easily managed.</li> </ul>	<p><i>Successfully breaks down large tasks into manageable components.</i></p> <ul style="list-style-type: none"> <li>Issues are broken into manageable parts that are easily identified.</li> </ul>
<b>C. HAVING DEFINED LONG-TERM AND SHORT-TERM GOALS</b>	<p><i>Has difficulty defining long-term and short-term goals.</i></p> <ul style="list-style-type: none"> <li>Is unspecific and vague when articulating long-term and short-term goals.</li> </ul>	<p><i>Has defined long-term and short-term goals.</i></p> <ul style="list-style-type: none"> <li>Does a fair job of articulating long-term and short-term goals.</li> </ul>	<p><i>Has exceptionally defined, and well-thought out long-term and short-term goals.</i></p> <ul style="list-style-type: none"> <li>Does an excellent job articulating long-term and short-term goals (clearly, concisely, and with confidence).</li> </ul>
<b>D. ABILITY TO PRIORITIZE AND DELEGATE</b>	<p><i>Has a problem with delegating priorities</i></p> <ul style="list-style-type: none"> <li>Analyzes tasks, but has trouble with delegating priorities for accomplishment.</li> </ul>	<p><i>Mostly has the ability to delegate priorities.</i></p> <ul style="list-style-type: none"> <li>Is able to assess tasks given, but occasionally has difficulty delegating prioritized tasks.</li> </ul>	<p><i>Does an outstanding job of delegating priorities.</i></p> <ul style="list-style-type: none"> <li>Is able to analyze sequence and importance of every task, knows when to complete and when to delegate.</li> </ul>

**Reflective Questions for the Interviewer to Consider when Evaluating:**

- 1) Has this candidate demonstrated the ability to handle all types of tasks with ease?
- 2) Does this candidate seem to manage all issues well?
- 3) Has this candidate articulated long-term and short-term goals clearly and concisely?
- 4) Does this candidate delegate priorities when needed?

**Reflective Questions for the Interviewee to Consider when Preparing:**

- 1) Can you give an example of when you did not prioritize accurately?
- 2) How do you know when to delegate responsibilities to others?

