

Scoring Rubric [Sample]-
Project Coordinator 2019

Candidate:
Interviewer:
Date

	Description	Score (1-4, 4 highest)	Comments
Racial justice commitment	Personal commitment to racial justice, equity, and supporting leaders dedicated to positive social change		
Tech Enthusiasm/ Coordination	Enthusiastic about technology and coordinating technology transition projects		
Project management experience	Experience with project management on a variety of projects with a large number of moving parts		
Relationship building skills	Relationship-building skills with co-workers, vendors, and program participants		
Written communication	Written communication skills: writes with clarity and directness, can create clear written pieces (such as emails to participants)		
Social media management	Experience managing social media accounts for someone other than yourself (an organization, club, network, campaign or small business, for example)		

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Verbal communication	Other communication skills: comfortable speaking in groups, facilitating others, giving honest feedback in real time, open to generative conflict		
Independence/creativity	The ability to problem-solve independently and creatively		
Movement experience - RJ/EJ	Specific knowledge and experience in the Environmental Justice field is a plus, but not required		
	TOTAL SCORE		