**Hiring Rubric:[[1]](#footnote-1)**

Hiring rubrics can be useful tools to ensure the person applying for the position is an effective fit for the position. During the interview process, the interviewee should be assessed by a hiring manager and other staff, including human resources and staff who understand community-level sexual violence prevention.

*Note: Strongly consider including community members or those with deep community expertise in the interview process. For example, a youth peer educator. This rubric and questions are specific to the RPE grant. Questions and criteria may be added as needed to match your mission, vision, and any other characteristics of the position if it is not 100% RPE funded.*

Instructions:

* Each evaluator should rank the staff person based on the criteria below.
  + 1 = Not qualified
  + 2 = Somewhat qualified
  + 3 = Qualified
  + 4 = Very qualified

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **WEIGHT** | **RATING** | | | | **WEIGHT x RATING** |
|  | | 1 | 2 | 3 | 4 | Calculate & enter below |
| Experience working in community engagement or organizing | 3 |  |  |  |  |  |
| Ability to engage partners, stakeholders, and build relationships with leaders who may have competing priorities | 3 |  |  |  |  |  |
| Ability to facilitate meetings or prevention education or training to diverse audiences | 3 |  |  |  |  |  |
| Understanding of key concepts such as primary prevention, the public health approach to SVP (e.g., socioecological model, community vs. individual-level sexual violence prevention). | 3 |  |  |  |  |  |
| Recognizes ways that race, gender, and other identities intersect in the work, especially with communities served. | 3 |  |  |  |  |  |
| Knowledge of evaluation tools and data collection methods | 2 |  |  |  |  |  |
| Knowledge of adult learning theory | 2 |  |  |  |  |  |
| Ability to compile & deliver reports to funders and partner groups | 2 |  |  |  |  |  |
| **TOTAL SCORE** |  |  |  |  |  | [INSERT WEIGHTED SUM TOTAL] |

**Sample Interview Questions:**

*Note: Be mindful of your language and whether you’re assessing knowledge and/or skill. For example, a candidate may have skills related to community-level prevention without an understanding of some of the common terms (e.g., primary prevention). Consider using plain language an probing questions to clarify any language.*

* Tell us about your experience and what makes you interested in the position.
* Describe your experience of doing community engagement.
* How have you gone about including community voice in the work you’ve done in the past?
* Tell us how you would approach building a relationship with a new community partner?
* Tell us about your experience working in diverse communities.
* Tell us about a time you had to move a group to action (within or outside the organization).
* Can you provide an example of working with a community partner where you worked together to achieve a shared goal?
* Tell us about a time when you worked with a community partner who demonstrated resistance. How did you manage that resistance?
* What causes or impacts sexual violence?
* Describe your understanding of community level sexual violence prevention.
* What role do you think community can play in reducing sexual violence?
* How has your understanding of race, gender, and other intersecting identities impacted the way you approach your work?
* Can you talk about your understanding of how issues of power and privilege intersect with public health issues/topics?
* Describe how you’ve built and managed relationships with others, either in a team or professional setting.
* How do you create team cohesion and team community?
* Describe your knowledge or experience in facilitating community engagement in public health programs.

1. Adapted from the NYC Alliance Against Sexual Assault (2020) [↑](#footnote-ref-1)