WIL Criteria Definition Worksheet

In the following chart, list each knowledge/skill and competency/characteristic that you wish to evaluate in potential candidates – you can draw these from our Position Design Worksheet. We then recommend reviewing the information about how to be equitable in your hiring process and decide how you will word that criteria in the job posting itself. Finally, review ‘How to compare and evaluate candidates’ and then fill in the chart below with positive indicators (evidence that a candidate MEETS that criteria) and negative indicators (evidence that a candidate DOES NOT MEET that criteria). Also identify whether you are likely to see those indicators on a resume (R), in an interview (I), or on a skills test (T).

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