

Selecting the Right People for the Right Jobs

For Rotarian _____, being evaluated for the position of _____

Question	Yes	No	
Do I KNOW the job I want them to do? Have job description? Expectations? Results?			If not, how will I create it?
Am I prepared to give them a realistic job preview?			If not, how will I create it?
Do I have personal knowledge about this individual?			
Do I know someone who has worked with them and has objective information about their performance?			Who?
I don't know them and don't know WHO knows them?			Which PDG's might know?
Have they talked to me about their interest or has someone recommended them to me?			Who recommended? Follow up with questions below.

Questions to ask when evaluating a person for a position--look for proof of talent

Do they “ put in the time ” necessary to do the jobs they have been given?
Do they deliver? Do they do the job they were asked to do?
Do they Initiate change or action or wait for specific instructions?
Is this person “ collegial ”? Works well with others?
Do they communicate well : verbally, e-mail, in writing?
Are they driven to make WHATEVER they touch the BEST it can be?
<u>Do they show disciplined thinking?</u>
Do they seem more interested in the “title” than the responsibilities ?
Do they have the “ experience ” you are looking for in this particular position?
If this appointment requires content knowledge , which this individual does NOT have, can it be learned in the time available before they take this position? Is this person committed to put in the time, effort (and personal expense) to learn?
If you are looking for up-and-comers and younger Rotarians, does this person fit that profile?
You need a particular talent or personality or expertise currently missing in the District team. What is it, why is it needed, and how do you know this person has it?