

Selection Matrix Instructions

(No Weighting)

- A. All nominees' names will be listed in the far left hand column. See "Jones" and "Smith" below.
- B. The criteria you need to consider are column headings across the top, with a slot for your "Notes and Other Information".
- C. The information in the second horizontal row is simply clarification for each criteria category.
- D. The "Total Score" column at the far right will be where you will place your total score for each nominee.
- E. *Don't get hung up on the scoring! The total score does not mean a nominee is automatically selected or not selected. The selection committee should visit as a group about each individual before making a final decision. These scores provide a point to begin discussion.*

Instructions:

1. Begin by reading an individual's nomination form.
2. After reading through the nominee's form, write their name in the far left box. Work your way across the columns of the matrix, scoring that nominee for each of the criteria and placing that number in the appropriate box.
3. Score each criteria from 1 (low) to 5 (high).
4. The Notes section is for you to write anything you feel is important that you have not been able to score in other sections.
5. If your intuition tells you that the numbers do not look right, read the nominee's form again and review your numbers.
6. Review the scores and information with your committee and arrive at your decision.

EXAMPLE:

Criteria	Participation/ leadership...	Educational growth	Volunteer Member...	character	Collab....	Notes/Other Information	TOTAL SCORE
	<i>Club, county, district, state, national</i>	<i>Self and other volunteers</i>	<i>Recruitment and Retention</i>	<i>Integrity, teamwork, respect etc.</i>	<i>Families, mbrs volunteers, F/S</i>		
Jones	5	4	1	3	5		18
Smith	5	5	3	3	4		20