

Interview Rating Form – Faculty and Administrative Positions (02/2023)

Name of Candidate:

Interview Date:

Position Title :

Search Committee Member:

This form consists of two sections:

Section One: Provides space to key in the interview questions. As each question is answered, take notes in the space provided.

Section Two: Provides space to rate and make notes about the candidate's general skills and competencies.

Rate the candidate after the interview has been completed.

Rating Scale: Circle the number that represents the quality of each response. Use rating only as a basis for discussion. ***Do not score totals.***

5- Outstanding 4- Above Standard 3- Good/Acceptable 2- Needs Improvement 1- Unsatisfactory

SECTION ONE

Notes

Q.1.	5 4 3 2 1	
Q.2.	5 4 3 2 1	
Q.3.	5 4 3 2 1	
Q.4.	5 4 3 2 1	
Q.5.	5 4 3 2 1	
Q. 6.	5 4 3 2 1	
Q.7.	5 4 3 2 1	
Q.8.	5 4 3 2 1	
Q.9.	5 4 3 2 1	

SECTION TWO

<u>SECTION TWO</u>		
		Notes:
Technical Skills	5 4 3 2 1	
Education	5 4 3 2 1	
Job Knowledge	5 4 3 2 1	
Knowledge of the Field	5 4 3 2 1	
Communication Skills	5 4 3 2 1	
Motivation	5 4 3 2 1	
Creativity	5 4 3 2 1	
Initiative	5 4 3 2 1	
Composure	5 4 3 2 1	
Overall Impression/Comments: 		
This candidate is (Check One): ☐ A strong candidate. ☐ A possible candidate ☐ Of no further interest ☐ Other: _____		