|  |  |
| --- | --- |
| Interview Questions for       | Today’s Date: |
|  | Month | Day | Year |
|  |    |    |      |
|  |  |
|  |
| Applicant Name: |  |
|       |       |
| Chair Name: | Interviewer Name: |
|       |       |
| **Instructions**: | ***Chair -*** *Assigns each question to a committee member; assigns the weighting of each question****Interviewer*** *-Assigns rating of responses; records interview notes* | **Rating Scale**: 0 – No experience; 1 – Low experience/poor response; 2 – Average experience/response; 3 – High experience/response**Weight Scale:** 1 – Low importance; 2 Medium importance; 3 High importance |

*Part A: Interview Questions*

| # | Assigned To | Question | Rating 0-3 | Weight 1-3 | Total(Rating x Weight) | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |
| **Total Rating**  |  |  |

Part B: *Resume / General Knowledge on Candidate*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Candidate Evaluation** | Rating 0-3 | Weight 1-3 | Total(Rating x Weight) | Comments |
| Knowledge of Specific Skills for Position |  |  |  |  |
| Related Experience |  |  |  |  |
| Related Education or Training |  |  |  |  |
| Initiative |  |  |  |  |
| Communication/Listening Skills |  |  |  |  |
| Interest in Organization / Position |  |  |  |  |
| Ability to Learn |  |  |  |  |
|  |  | **Total Rating** |  |  |

Part C: *Key Findings / Recommendation*

|  |  |  |
| --- | --- | --- |
| **Candidate Evaluation** | **Rating 0-5** | **Comments** |
| **Overall Assessment:***(e.g. Interviewed well, confident, succinct in responses, work examples relevant to position)* |  |  |
| **Key Strengths:** |  |  |
| **Developmental Areas:** |  |  |
| **Recommendation:** |  |  |
| **Total Rating:** |  |  |

*Summary Ratings*

|  |  |  |
| --- | --- | --- |
| **Candidate Evaluation** | **Score** | **Final Comments** |
| **Part A: Interview Questions** |  |  |
| **Part B: Resume / General Knowledge on Candidate** |  |  |
| **Part C: Key Findings / Recommendation** |  |  |
| **Total Rating:** |  |  |
|  |  |  |
| **Final Decision** |  |