**TEMPLATE: Staff Candidate Interview Evaluation Tool**

* The following is a template that offers a method for faculty, staff, and students to provide an interview evaluation of job candidates.
* It can be made into a Google Form to collect responses.
* This sample should be modified as needed for interview evaluation.
* The interview evaluation statements in the table below should be taken from the job description, which should also have been used for interview question development.

Posted Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate which of the following are true for you. (Check all that apply)

\_\_\_\_\_Read candidate’s resume

\_\_\_\_\_Interviewed candidate

\_\_\_\_\_Attended candidate’s presentation

\_\_\_\_\_Attended a meal with candidate

\_\_\_\_\_Other (please explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am a member of the search committee \_\_\_\_\_Yes \_\_\_\_\_\_No

Please rate the candidate on each of the following:

Key = E = Excellent, G = Good, N = Neutral, F = Fair, P = Poor, U = Unable to Judge

**NOTE: Place job required and desired items in the boxes below. The current text provides a SAMPLE.**

E G N F P U

| Effective oral communication skills |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ability to plan, organize, and execute large events |  |  |  |  |  |  |
| Experience in developing communication plans for engagement on digital media |  |  |  |  |  |  |
| Ability to work collaboratively |  |  |  |  |  |  |
| Success in working with persons from diverse backgrounds, creating a sense of belonging, and fostering a fair, objective, welcoming place to work for persons with a wide variety of personal characteristics and viewpoints. |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Comments:

If you attended a presentation, please comment on the candidate's presentation.