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

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| --- | --- | --- | --- | --- | --- | --- |
| # | 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** | | | | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 UCR/Position** | |  |  |  | |  |
|  | |  | **Total Rating** |  | |  |
|  | | | | | | |
| **Overall Assessment:**  *(e.g. Interviewed well, confident, succinct in responses, work examples relevant to position)* |  | | | |  | |
| **Key Strengths:** |  | | | |  | |
| **Developmental Areas:** |  | | | |  | |
| **Recommendation:** |  | | | |  | |