|  |  |  |
| --- | --- | --- |
|  | 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 |

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