

*Form FS7*

Applicant Interview Evaluation Form

An easy way to get feedback from faculty, staff and students is to add the candidate information to these and print them in different colors for different candidates.

Applicant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Faculty [ ] Staff [ ] Student [ ] Community Member

**QUALIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION REQUIREMENTS** | **STRONG** | **ACCEPTABLE** | **WEAK** | **NOT**  **OBSERVED** | **COMMENTS** |
| **ESSENTIAL QUALIFICATIONS** |  |  |  |  |  |
| **TEACHING** |  |  |  |  |  |
| **CREATIVE, ACTIVITIES or SCHOLARSHIP** |  |  |  |  |  |
| **COMMUNICATION SKILLS** |  |  |  |  |  |
| **INTERPERSONAL SKILLS** |  |  |  |  |  |

**INTERVIEW SUMMARY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_

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| **1**  **STRONG** | **2**  **ACCEPTABLE** | **3**  **WEAK** |

**OVERALL RATING**

**FOR THIS POSITION:**

**INSTRUCTIONS**

1. Complete the Applicant Interview Evaluation Form and sign it.
2. DO NOT comment on applicant’s race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status.
3. Please submit all evaluation forms and resumes to the Search Committee Chair.