**INTERVIEW RATING DOCUMENT**

**Committee Member’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Interview Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name:

## Category Rating Comments

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Requirement/ Experience #1 | | | | |  |  | | |
| Requirement/ Experience #2 | | |  | |  | | | |
| Requirement/ Experience #3 | | |  | |  | | | |
| Technical Experience Experience specific to position as determined by job description | | |  | |  | | | |
| Interpersonal/ TeamworkAbility to maintain effective working relationships; to deal effectively/pleasantly with clients-internal & external to institution; to work harmoniously with staff, peers, & supervisors | | |  | |  | | | |
| Communication Skills Ability to communicate effectively, speak clearly, address the questions. | | |  | |  | | | |
| Problem Solving/Demonstrated InitiativeAbility to independently conceive of, develop & implement improvements; ability to act independently to solve problems using appropriate judgment. | | | | |  |  | | |
| Motivation/Vision for positionDemonstrated interest & enthusiasm for position. General vision on how the group should be directed. | | |  | |  | | | |
| **Cultural Match – “Fit for the position”** | | |  | |  | | | |
| **Overall Rating** | | | | |  |  | | |

**Rating Scale**

5- Exceptional 4– Very Strong 3 – Strong 2-Marginal 1-Minimal/ None

**Please note any additional comments regarding this candidate below:**