**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:**