Individual Candidate Evaluation
During Interview

(Name of Search)		
Applicant Name:		**Date & Time:**
Evaluator(s) / Interviewer(s):		

Overall Ratings & Recommendations

Applicant Is:	
	☐ Strong candidate; excellent fit with job requirements.
	☐ Good candidate; meets *most* job requirements; gaps can be addressed through coaching or development (explain below).
	☐ Possible candidate. Uncertain about fit.
	☐ Poor match with job requirements; unlikely to perform successfully.
	☐ Better suited for another position in the university (explain below).

Potential/Initiative/Interest
How well do the candidate's motivators, interest level, and initiatives fit the position requirements?

Attitude/Character
How well does the candidate's personality and attitude meet the position requirements?

Overall Impression
What is your general impression of the candidate and their fit with the role?

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Interview Questions (competencies will change)

1. (Competency)

Notes:

No experience or example. Skills for position not evident.	Specific example and experience. Not all actions ended in desired results.	In depth experience and example. Can teach others to do.

2. (Competency)

Notes:

No experience or example. Skills for position not evident.	Specific example and experience. Not all actions ended in desired results.	In depth experience and example. Can teach others to do.

3. (Competency)

Notes:

No experience or example. Skills for position not evident.	Specific example and experience. Not all actions ended in desired results.	In depth experience and example. Can teach others to do.

4. (Competency)

Notes:

Notes for ( ) Continued:

No experience or example. Skills for position not evident.	Specific example and experience. Not all actions ended in desired results.	In depth experience and example. Can teach others to do.

5.   (Competency)

Notes:

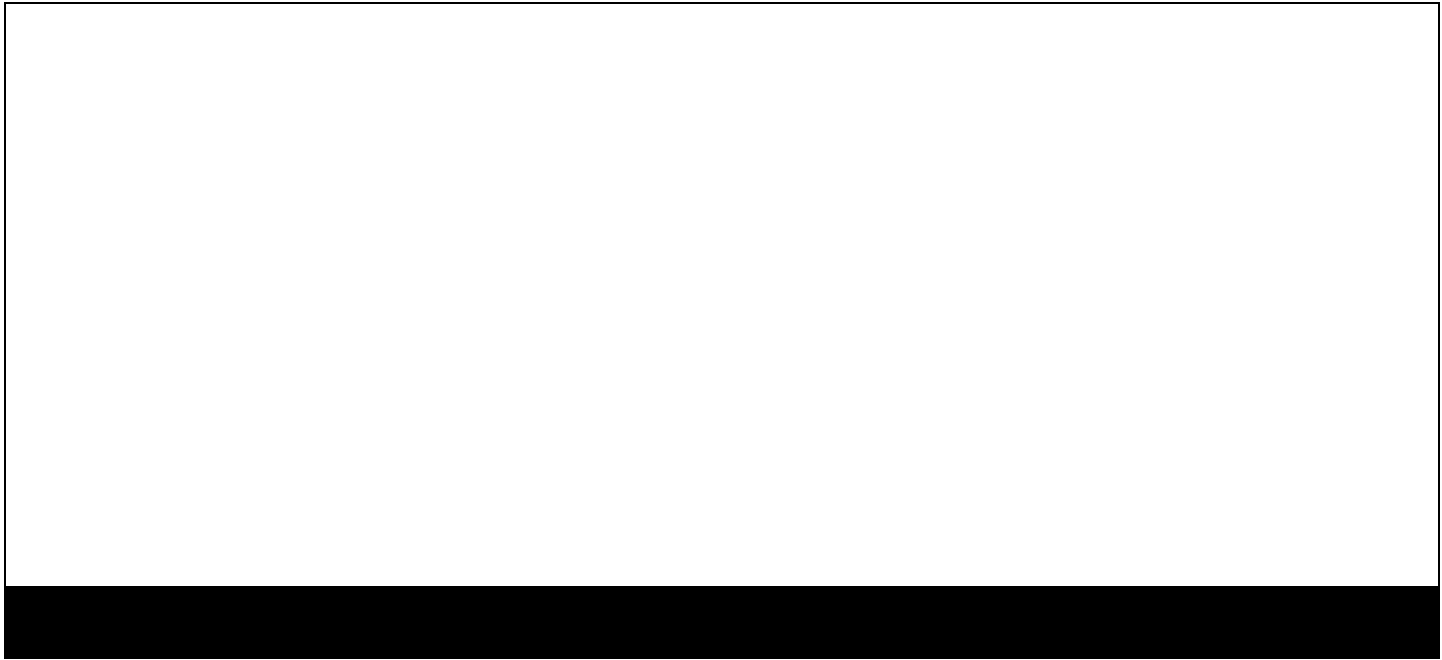|		
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6.   (Competency)

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Notes:

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Specific example and experience. Not all actions ended in desired results.

In depth experience and example. Can teach others to do.

Additional General Comments

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