**TEMPLATE: Faculty Candidate Interview Evaluation Tool**

**Instructions:**

* The following is a template that offers a method for faculty, staff, and students to provide an interview evaluation of job candidates.
* This template can be made into a Google Form to collect responses.
* This template should be modified as needed for interview evaluation.
* The interview evaluation statements in the table below should be taken from the job description, which should also have been used for interview question development.

Posted Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate which of the following are true for you. (Check all that apply)

\_\_\_\_\_Read candidate’s Vitae

\_\_\_\_\_Attended candidate’s presentation

\_\_\_\_\_Interviewed candidate

\_\_\_\_\_Attended a meal with candidate

\_\_\_\_\_Read candidate’s letters of recommendation

\_\_\_\_\_Read candidate’s scholarly work

\_\_\_\_\_Other (please explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am a member of the search committee \_\_\_\_\_Yes \_\_\_\_\_\_No

Please rate the candidate on each of the following:

Key: E = Excellent, G = Good, N = Neutral, F = Fair, P = Poor, U = Unable to Judge

**NOTE: Place job required and desired items in the boxes below. The current text provides a SAMPLE only.**

E G N F P U

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Demonstrated ability to teach courses on <insert> for undergraduate students |  |  |  |  |  |  |
| Demonstrated ability to teach courses on <insert> for graduate students |  |  |  |  |  |  |
| A record of demonstrated teaching excellence by incorporating innovative strategies, technologies, or high impact practices. |  |  |  |  |  |  |
| Evidence of academic collaboration |  |  |  |  |  |  |
| Demonstrated ability to mentor and advise graduate students |  |  |  |  |  |  |
| Evidence of research productivity |  |  |  |  |  |  |
| Evidence of scholarly impact |  |  |  |  |  |  |
| Demonstrated success in working with persons from diverse backgrounds, creating a sense of belonging, and fostering a fair, objective, welcoming place to work for persons with a wide variety of personal characteristics and viewpoints. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Comments:

If you attended a presentation, please comment on the candidate's research, teaching, and service ability as reflected in the presentation: