

Faculty Employment Interview Evaluation

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|----------------|----------------------|-------------------|
| Applicant Name | Position Applied for | |
| Interviewer | Job Number | Date of Interview |

The Interview Committee should determine the criteria to be used to evaluate the candidate during the interview. Add additional criteria on the reverse side.

I. Check the **ONE** most appropriate box in each area.

| | | | | | |
|-------------------------------|---|---|--|--|--|
| Knowledge of Job Field | <input type="checkbox"/> No knowledge | <input type="checkbox"/> Less than preferred | <input type="checkbox"/> Meets requirements | <input type="checkbox"/> Exceeds expectation of average applicant | <input type="checkbox"/> Thorough knowledge of job. Very strong in job related area. |
| Communication Skills | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Some difficulties in communicating | <input type="checkbox"/> Sufficient for adequate job performance | <input type="checkbox"/> More than sufficient for the job | <input type="checkbox"/> Outstanding communication ability |
| Presentation Skills | <input type="checkbox"/> Unsatisfactory; appears nervous and lacked skills | <input type="checkbox"/> Less than preferred. | <input type="checkbox"/> Sufficient to perform position responsibilities | <input type="checkbox"/> Confident' composed; confident in ability to teach | <input type="checkbox"/> Extremely well composed; Appears confident in teaching ability; outstanding presentation skills. |
| Comprehension | <input type="checkbox"/> Did not understand many concepts | <input type="checkbox"/> Missed some concepts | <input type="checkbox"/> Average ability to understand ideas | <input type="checkbox"/> Very perceptive | <input type="checkbox"/> Exceptionally keen and perceptive |
| Problem Analysis | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Less than preferred; failed to identify issues or present solutions. | <input type="checkbox"/> Average ability to identify problems and solutions. | <input type="checkbox"/> Above average ability to sort issues and identify solutions | <input type="checkbox"/> Thoroughly and reliably identifies data or issued, considers options, and able to solve complex problems. |
| Experience | <input type="checkbox"/> No experience. Background not related to job requirements. | <input type="checkbox"/> Less than preferred. | <input type="checkbox"/> Meets requirements for the responsibilities. | <input type="checkbox"/> Exceeds expectation of average applicant. | <input type="checkbox"/> Excellent relationship between background and position requirements. Very experienced in job. |
| Knowledge of Computers | <input type="checkbox"/> No knowledge | <input type="checkbox"/> Less than preferred | <input type="checkbox"/> Sufficient to perform job responsibilities | <input type="checkbox"/> Above average knowledge | <input type="checkbox"/> Extensive working knowledge |

Interviewer _____ Date _____

II. Interview Question Comments:

III. Teaching Demonstration Evaluation

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|-------------------------------|---|--|---|--|---|
| Knowledge of Job Field | <input type="checkbox"/> No knowledge | <input type="checkbox"/> Less than preferred | <input type="checkbox"/> Meets requirements | <input type="checkbox"/> Exceeds expectation of average applicant | <input type="checkbox"/> Thorough knowledge of subject area. Very strong in job related area. |
| Communication Skills | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Less than preferred. | <input type="checkbox"/> Adequate for position performance | <input type="checkbox"/> More than sufficient for the job | <input type="checkbox"/> Outstanding communication ability |
| Presentation Skills | <input type="checkbox"/> Appears nervous and lacks skills | <input type="checkbox"/> Somewhat tense | <input type="checkbox"/> Sufficient poise to perform responsibilities | <input type="checkbox"/> Confident, good composure. Confident in ability to handle job. | <input type="checkbox"/> Extremely well composed. Appears unusually confident and secure. |
| Comprehension | <input type="checkbox"/> Did not understand concepts | <input type="checkbox"/> Missed some concepts | <input type="checkbox"/> Average ability to understand ideas | <input type="checkbox"/> Very perceptive | <input type="checkbox"/> Exceptionally keen and perceptive |
| Responsiveness | <input type="checkbox"/> Did not respond to questions | <input type="checkbox"/> Responses were vague. | <input type="checkbox"/> Responses were adequate | <input type="checkbox"/> Responses were good, with attempts to clarify and expand upon questions | <input type="checkbox"/> Excellent responses, concise and to the point, with explanations as necessary. |

Comments: _____

Interviewer _____

Title _____ Date _____