INTERVIEW ASSESSMENT GUIDE
"Position Title"  Search Committee

**CANDIDATE:**

**DATE:**

| BEHAVIORAL QUALITY / KNOWLEDGE COMPONENT | RATING | WEIGHT | TOTAL | COMMENTS |
|---|---|---|---|---|
| | 1 (low) -> 5 (high) | | | |
| **eg. Managing Self (eg. detail-oriented, organized, creative, personal development)** | | eg. 15 | | |
| **eg. Managing Others (eg. cooperative, flexible, forceful, persuasive, training skills)** | | eg. 15 | | |
| **eg. Problem Solving & Decision Making (eg. employee performance issue, policy devel )** | | eg. 10 | | |
| **eg. ProAcive Achievement (eg. actions taken in a proactive manner, results achieved)** | | eg. 15 | | |
| **eg. Technical (using new applications; specialized Knowledge within field; new trends)** | | eg. 25 | | |
| **eg. Business Skills (Financial, ie. budgets, forcasting, business plans etc.)** | | eg. 20 | | |
| **TOTAL** | | | | |

**COMMENTS:**

**RATING SCALE**

1 - Significantly below requirements
2 - below requirements
3 - meets requirements
4 - exceeds requirements
5 - significantly exceeds requirements

**Rank Order** **Committee Member:**