

Directions for completing the Interview Report Form

At the time of the interview, complete the top portion of the form with the interviewee's name, the position for which he/she is applying and the department name.

Part A: Preparing for and Conducting the Interview

1) Consider the minimum and preferred qualifications identified on the Request to Recruit when the search was initiated. From those qualifications, select the ones for which you expect to gather information during the interview and list those on the Interview Report in the section on "Evaluation of Applicant's Potential to Perform Job Responsibilities." In most cases, you will NOT include ALL of the qualifications on this list (for example, degree(s) earned, amount of experience, and/or other information that is clear from application materials).

2) Develop written questions that will draw out information about the qualifications you selected in #1 above. Remember: past experience is the best predictor of future performance. That means that you will get the most useful information from the interview if you ask applicants questions that draw on their past experience rather than questions about hypothetical situations.

PLEASE NOTE: a copy of the questions used during the formal interview session must accompany the Interview Reports when a Request to Offer is circulated for signatures.

3) Following the interview, rate each applicant (from low to high) on each of the qualifications listed in Part A.

4) Briefly summarize each interviewee's strengths and weaknesses in the space provided.

Part B: Making a Recommendation (completed by search committee or interview group)

Circle the term that reflects the committee's assessment of the applicant (acceptable, marginal or not acceptable) and provide reasons for the recommendation in terms of the qualifications.

Part C: Making a Decision (completed by the unit administrator making the selection/nonselection decision)

Circle term that reflects the selection or nonselection decision (selected or not selected) and provide reasons for the decision in terms of qualifications.

PLEASE NOTE: If the applicant initially offered the position does not accept and another offer is to be made, the unit administrator should complete only Section C. of a new Interview Report form and attach the original Interview Report for the individual to circulate with the interviewed applicants' files and the Request to Offer.

The individual completing the Interview Report should sign and date it.