

SAMPLE

Interview Rating Scale - Management-Supervisors

Applicant _____ Interview Date _____

Position Title _____ Time _____

Skills	Excellent	Average	Poor
Supervision Can effectively direct actions of others, assess workload needs, maintain constructive work environment, resolve conflicts or problems.			
Communication/Interpersonal Effectiveness: Expresses ideas clearly, concisely, and logically; is able to gain acceptance for own ideas; perceives and reacts sensitively to the needs and actions of others; can relate to diverse people including faculty, students and people of varied ethnic backgrounds.			
Flexibility Can vary behavior according to the situation, successfully with stress, reassess priorities and come up with new ideas when needed.			
Problem Solving Can troubleshoot organizational problems; identify correctly and respond appropriately to key people and key issues; define problems and identify central issues; sort out and weigh consequences of alternatives.			
Relevance of Background: Has had experience and/or indicates knowledge of specific task areas:			
Recruitment & Hiring Process			
Writing Job Descriptions			
Setting up training programs			
Electronic Data Processing			
Advertising Techniques			
Budget Analysis/Projection			
Policy/Procedure Development			
Affirmative Action			

- Recommend for position without reservation
- Recommend for position with some reservation (please attach reasons)
- Cannot recommend for position (please attach reasons)

Other comments: