

## **Interview Evaluation Form**

Position:

Evaluator:

Candidate:

Date:

### **Visionary and Strategic Thinking**

- Demonstrates the ability to communicate an organization's goals and vision, to step forward and make things happen even when it is not the candidate's job.
- Ability to execute with a sense of urgency.
- Demonstrates ability to lead organizational transformation.

☐ Exceeds Expectations  
☐ Meets Expectations  
☐ Met Some Expectations  
☐ Does Not Meet Expectations  
☐ N/A

Comments that Support Rating:

### **Inspires**

- Has been an effective member of a team and has the right qualities to engender teamwork - is a "we" not an "I" person, is willing to both give and accept constructive criticism.
- Encourages staff/faculty to share and contribute to the University's vision and helps staff understand their role in achieving success.
- Has the ability to identify, assess, and control the emotions of oneself, of others, and of groups, establishing a strong emotional intelligence.

☐ Exceeds Expectations  
☐ Meets Expectations  
☐ Met Some Expectations  
☐ Does Not Meet Expectations  
☐ N/A

Comments that Support Rating:

### Continuous Learner

- Capacity for Growth/Potential: explain why you think this person will keep growing.
- Adapts behavior, as appropriate, to successfully meet situational needs to ensure success.

☐ Exceeds Expectations  
☐ Meets Expectations  
☐ Met Some Expectations  
☐ Does Not Meet Expectations  
☐ N/A

Comments that Support Rating:

### Communications and Influence

- Engages in collaborative problem-solving.
- Demonstrated success in providing supportive and constructive communications that resulted in productive working relationships with others.

☐ Exceeds Expectations  
☐ Meets Expectations  
☐ Met Some Expectations  
☐ Does Not Meet Expectations  
☐ N/A

Comments that Support Rating:

### Change Leader

- Has demonstrated the ability to adapt to new circumstances in new jobs.
- Has demonstrated ability to effect change and provided concrete examples of outcomes.
- Adjusts to changing priorities and shows flexibility when confronted with unexpected obstacles.
- Demonstrates resilience and moves beyond resistance to change.

☐ Exceeds Expectations  
☐ Meets Expectations  
☐ Met Some Expectations  
☐ Does Not Meet Expectations

\_\_\_ N/A

Comments that Support Rating:

#### Decisiveness and Risk-Taking

- Can make difficult decisions and take decisive action, including taking unpopular stands when necessary.
- Confronts issues and problems in discussions with management.

\_\_\_ Exceeds Expectations  
\_\_\_ Meets Expectations  
\_\_\_ Met Some Expectations  
\_\_\_ Does Not Meet Expectations  
\_\_\_ N/A

Comments that Support Rating:

#### Manages Effectively

- Demonstrates the ability, with a relevant sized group, to set goals, organize and manage large projects, measure progress by metrics, choose effective team leaders, reward and fire people and otherwise hold them accountable.
- Provides examples of how they led a team and/or reorganized a department to be more effective.
- Maximizes staff productivity and effectiveness through performance management and feedback.
- Demonstrates the commitment to staff learning and self-development.
- Maximizes the use of the financial, capital and staff assets.

\_\_\_ Exceeds Expectations  
\_\_\_ Meets Expectations  
\_\_\_ Met Some Expectations  
\_\_\_ Does Not Meet Expectations  
\_\_\_ N/A

Comments that Support Rating:

### Diversity

- Has demonstrated ability to foster diversity competence and understanding.
- Has demonstrated their commitment to diversity and how it was applied within the organization.

☐ Exceeds Expectations  
☐ Meets Expectations  
☐ Met Some Expectations  
☐ Does Not Meet Expectations  
☐ N/A

Comments that Support Rating:

### Represents Pace University to the External Community

- Accepts invitations to and presents at professional/higher education conferences.
- Provides leadership and guidance to the external community, as appropriate.
- Maintains a positive professional and leadership image to the external community.

☐ Exceeds Expectations  
☐ Meets Expectations  
☐ Met Some Expectations  
☐ Does Not Meet Expectations  
☐ N/A

Comments that Support Rating:

### Overall Cultural Fit

- Explain why this person will fit in well in the Pace culture and shares our most important values: working as a team, a commitment to the success of the organization rather than individual success, the ability to accept and use constructive criticism, a drive to constantly improve, creativity in problem-solving, etc.

☐ Exceeds Expectations  
☐ Meets Expectations  
☐ Met Some Expectations  
☐ Does Not Meet Expectations  
☐ N/A

Comments that Support Rating:

## Experience

- Has the technical knowledge to do the job.
- Has precisely relevant experience.
- Has wide experience - higher education, nonprofit, private sector.
- Has demonstrated in-depth industry knowledge including current trends, biggest opportunities/risks.

☐ Exceeds Expectations  
☐ Meets Expectations  
☐ Met Some Expectations  
☐ Does Not Meet Expectations  
☐ N/A

Comments that Support Rating:

***All Evaluation forms should be submitted to the Chair of the Search Committee***