

Interview Evaluation Form for Managerial Candidates

Name of Applicant: _____ **Reviewer's Name:** _____

To be used as a guide to evaluate the applicant's qualifications for administrative positions. The numeric value corresponds to the applicant's level of qualification. Additional comments can be provided.

Rating Scale: **3. Excellent—exceeds requirements** **1. Below Average—does not meet requirements.**
 2. Competent—acceptable proficiency

	Rating			
	3	2	1	N/A
Leadership Skills/Management Competencies: Demonstrated abilities and accomplishments as a leader. Ability to build trust, provide feedback and develop skills of direct reports				
Analytical/Decision Making Skills: Ability to make timely, informed decisions that are the best interest of the organization				
Technical Competence: Level of experience with position related programs				
Communication Skills: Ability to effectively communicate points in a manner consistent with the needs of this position.				
Experience and Background: Level of experience in a managerial role/formal education & certifications.				
Commitment to Diversity: Ability to promote and foster an environment that is supportive of individuals from diverse backgrounds				
Culture Fit: Impression of how this person would blend/foster Loyola's Jesuit Catholic identity.				
Overall Evaluation*: Summary of your perceptions of the candidate's strengths/weaknesses. (Note any concerns that should be considered.)	<u>3.0</u>	<u>2.0 to 2.9</u>	<u>1.0 to 1.99</u>	
*Overall evaluation of less than 3.0 can be anywhere from 1.0 to 2.9				