

Appendix P: Applicant Interview Evaluation Form

An easy way to get feedback from faculty and students is to add the candidate information to these and print them in different colors for different candidates.

SOUTHERN METHODIST UNIVERSITY APPLICANT INTERVIEW EVALUATION FORM

Applicant's Name _____ Date _____

Position _____ School _____ Department/Division _____

Interviewer: _____ Check: Faculty Staff Student Community Member

QUALIFICATIONS

POSITION REQUIREMENTS	STRONG	ACCEPTABLE	WEAK	NOT OBSERVED	COMMENTS
TEACHING					
CREATIVE, ACTIVITIES or SCHOLARSHIP					
COMMUNICATION SKILLS					
INTERPERSONAL SKILLS					

INTERVIEW SUMMARY:

OVERALL RATING
FOR THIS POSITION

1 STRONG	2 ACCEPTABLE	3 WEAK
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INSTRUCTIONS

- 1) Complete the Applicant interview Evaluation Form and sign it.
- 2) DO NOT comment on applicant's age, race, sex, disability, national origin, religion, sexual orientation, and marital or family status.
- 3) Please submit all evaluation forms and resumes to the Search Committee Chair.