



Office of Human Resources

Confidential Interview Rating Sheet

ACADEMIC FULL-TIME FACULTY

Opening ID No: _____

Position Title: _____

Candidate Name: _____

Valid Scores
1 = Poor
2 = Fair
3 = Good
4 = Very Good
5 = Excellent

	Question	Score (1-5)
1	Job related question	5
2	Job related question	4
3	Job related question	3
4	Job related question	2
5	Writing Assignment, Syllabus, etc. - Content	3
6	Writing Assignment, Syllabus, etc. - Word Usage/Grammar	4
7	Writing Assignment, Syllabus, etc. - Spelling	5
8	Demonstration, Portfolio, etc. - Content	4
9	Demonstration, Portfolio, etc. - Style	3
10	Demonstration, Portfolio, etc. - Delivery	3
11	Demonstration, Portfolio, etc. - Technical Knowledge	3
Total Interview Score		40

A	Average Score = Total Interview Score ÷ Number of Questions	3.64
B	Weight* given to Interview Score (70%)	.70
C	Weighted Interview Score (A x B)	2.55
D	Weight* given to Online Screening Score - 4.0 X (30%) =	1.20
Total Score (C + D)		3.75

*Weights for online screening and interview scores may not be less than 30%

Comments: _____

Name of Committee Member (print): _____

Date: _____

Committee Member Signature: _____

Total Score and Signature must be in Ink