

# INTERVIEW REPORT

(For 4000, 5000, 6000 and 7000 Bands)

North Dakota  
State University

The evaluative comments provided below should be limited to observations that are *clearly job related*. Factors that are not job related should not be part of the selection process. Please complete and print.

Candidate's Name \_\_\_\_\_ Applying for position of \_\_\_\_\_

Department \_\_\_\_\_

## Part A: EVALUATION OF APPLICANT'S POTENTIAL TO PERFORM JOB RESPONSIBILITIES

The **advertised qualifications** to be assessed during interview are listed below. **Prior to offer**, a copy of the interview questions, the Interview Reports and a signed Criminal Disclosure form for selected candidate needs to be submitted to Human Resources.

	Please check your evaluation				
	Low				High
1. _____	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
2. _____	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
3. _____	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
4. _____	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
5. _____	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
6. _____	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

[Attach a sheet with other qualifications if there are not enough lines provided above.]

Summary of STRENGTHS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of WEAKNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part B: DECISION:

Unit Administrator (please check one):

Not Selected

Selected

Reasons for decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Administrator/Supervisor

*This document is an open record.*