

INTERVIEW ASSESSMENT FORM

NAME OF CANDIDATE: _____

TITLE OF POST: _____

DATE: _____

FACTOR	SCORE 1 – 10	CONSTRUCTIVE COMMENTS FOR FEEDBACK
Education/qualifications: <ul style="list-style-type: none"> ○ Validate educational qualifications 		
*Teaching, includes: <ul style="list-style-type: none"> ○ extent of appropriate teaching experience ○ evidence of capacity to contribute to department's programmes ○ commitment to teaching skills development and improvement 		
*Research/publications: <ul style="list-style-type: none"> ○ quality of research and publications record ○ nature and extent of external funding/prizes/scholarships ○ capacity for supervision of research students ○ capacity to attract research funding 		
Administration/management: <ul style="list-style-type: none"> ○ administrative experience and capacity to fulfil administrative requirements within department 		
Contribution to wider community: <ul style="list-style-type: none"> ○ contribution to external committees or bodies ○ organisation/attraction of seminars and conferences in relation to one's disciplinary expertise ○ contribution to adult education, continuing education, community and public education 		

Presentation skills: <ul style="list-style-type: none"> ○ communication skills (specific skills – articulation, pacing, coherence, effective use of technology, delivery style etc.) ○ content 		
Performance at Interview: <ul style="list-style-type: none"> ○ Quality, nature and extent of engagement with assessors and their questions ○ Interaction with all members of the Board 		
Other: <ul style="list-style-type: none"> ○ Motivation for applying ○ Special factors/expertise specialisation 		
Total Marks	80	

* In most academic appointments, teaching and research is of predominant importance and cognisance of this should be factored into the assessment of the candidates for such posts.

Marking Scale

0 – 2 Very Poor

3 – 4 Poor

5 – 6 Average

7 – 8 Good

9 – 10 Very Good

Signature: _____

Additional Notes:
