

Candidate Evaluation Rubric Form – SAMPLE

The following offers a method for department faculty to provide evaluations of job candidates. It is meant to be a template for departments that they can modify as necessary for their own uses.

Position: _____ **Name of Candidate:** _____

Evaluator: *Faculty* _____ *Staff* _____ *Student* _____ *Other* _____

Please indicate which of the following are true for you (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Read candidate's CV | <input type="checkbox"/> Met with candidate one-on-one |
| <input type="checkbox"/> Attended candidate's research seminar | <input type="checkbox"/> Met with candidate in a group |
| <input type="checkbox"/> Attended candidate's teaching seminar | <input type="checkbox"/> Attended one/more social functions |

How effective do you believe the candidate will be in meeting the responsibilities of this position?

Please circle one in each category.

Subject Matter Knowledge

<i>Extremely effective</i>	<i>Acceptably effective</i>	<i>Somewhat ineffective</i>	<i>Unacceptable</i>	<i>Unable to evaluate</i>
Demonstrates strong experience with the subject matter. Confidently discusses issues and ideas.	Demonstrates familiarity with the subject matter, but requires some study for full mastery.	Does not display a good working knowledge of the subject matter; needs considerable study.	Displays little or no understanding of the subject matter.	Insufficient knowledge or expertise to evaluate.

Knowledge and Skills in Research

<i>Extremely effective</i>	<i>Acceptably effective</i>	<i>Somewhat ineffective</i>	<i>Unacceptable</i>	<i>Unable to evaluate</i>
Demonstrates clear understanding and ability in research approaches and methods. Could begin a viable research program immediately.	Demonstrates familiarity with appropriate research methods and ideas, but needs some time for development before research program could start.	Lacks experience appropriate to the position, but shows some potential for development of necessary skills.	Does not demonstrate the ability to conduct meaningful research appropriate to the position, and shows little potential to develop needed skills.	Insufficient knowledge or expertise to evaluate.

Knowledge and Skills in Teaching

<i>Extremely effective</i>	<i>Acceptably effective</i>	<i>Somewhat ineffective</i>	<i>Unacceptable</i>	<i>Unable to evaluate</i>
Demonstrates mastery and experience with a variety of teaching styles and approaches to reach an array of learning styles.	Demonstrates familiarity or experience in teaching, but does not display mastery in varied approaches or styles.	May have innate skills and abilities to teach to a wide array of students, but clearly lacks experience, and confidence in teaching at this point.	Does not demonstrate a working ability with varied teaching approaches to reach an array of student learning needs.	Insufficient knowledge or expertise to evaluate.

Communication Abilities

<i>Extremely effective</i>	<i>Acceptably effective</i>	<i>Somewhat ineffective</i>	<i>Unacceptable</i>	<i>Unable to evaluate</i>
Speaks clearly in small or large groups. Has good command of English. Is organized, articulate and engaging. Communicates ideas effectively. Answers questions clearly and concisely.	Speaks quite clearly and is organized, but lacks style at times to engage listeners in the subject matter. May be verbose but still makes the point. Answers to questions may lack clarity.	Difficult to follow because of lack of command of English and/or failure to organize ideas. Fails to make concrete points. May speak too quickly, drone on, fail to answer questions.	Is inarticulate, difficult to understand and/or so poorly organized as to be almost or totally unintelligible. Unable to understand or answer questions. Unable to carry on a discussion.	Insufficient knowledge or expertise to evaluate.

Leadership and Collegiality

<i>Extremely effective</i>	<i>Acceptably effective</i>	<i>Somewhat ineffective</i>	<i>Unacceptable</i>	<i>Unable to evaluate</i>
Has experience in effectively working with others on various types of projects. Shows strong interest in participating in departmental activities.	Has limited experience in working on team projects. Expresses some interest in departmental activities. May need some encouragement to participate.	Has no experience in working with others. Shows little interest in departmental needs or activities.	Shows no interest in working with others and no potential to develop such interest.	Insufficient knowledge or expertise to evaluate.

Interpersonal Skills

<i>Extremely effective</i>	<i>Acceptably effective</i>	<i>Somewhat ineffective</i>	<i>Unacceptable</i>	<i>Unable to evaluate</i>
Is approachable. Comfortably interacts with new people. Easily engages in conversation. Makes eye contact. Shows good listening skills. Displays confidence in expressing opinions. Listens respectfully to opinions of others. Shows strong interest in students. Strong potential to contribute to a positive environment.	Interacts with others in a reasonably comfortable manner, but may show some reticence or unease. May not exchange opinions easily, either by not listening well or not confidently expressing own ideas. Shows moderate interest in students. Has potential to contribute to a positive environment but needs encouragement.	Has a hard time interacting with others. Shows unease or reserve. Makes little eye contact. May do better in one-on-one conversation than in larger groups. Does not express opinions easily. Does not listen well. Shows little interest in students. Has little potential to contribute to a positive environment.	Interacts poorly with others. Makes no eye contact. Expresses opinions forcefully, or not at all. Does not respect opinions of others, or cannot respond to them. Does not engage in easy conversation. Shows no interest in students. Shows no potential to contribute to a positive environment.	Insufficient knowledge or expertise to evaluate.

Overall, I find this candidate to be:

_____ Highly acceptable _____ Acceptable _____ Marginal _____ Not acceptable _____ No opinion

Additional comments on the candidate's strengths or any concerns you might have:

Please return this form to _____ by _____

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ISU ADVANCE started with a five-year grant (2006-2011) from the National Science Foundation to improve the university for women in science, technology, engineering and math. Following the initial grant, Iowa State University continues to expand the program for underrepresented people in all areas of the institution. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s), not of any current or past funding organization.

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