**Interview Assessment Form**

**(Position Title)**Candidate Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form Completed By (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Committee Introductions & Structure of Interview (Search Chair)**
	1. Set scene for candidate (i.e. number of questions, amount of time for interview)
2. **If applicable, candidate gives presentation/demonstration (XX minutes).**

**Use separate rubric to assess presentations.**

1. **Questions**

**QUESTION 1: (Warm Up Question)**

Why are you interested in working at Bristol Community College as our next [position title]? OR Tell us about yourself.

**Rating Scale:** Candidate’s response reflected [insert statement]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 2: (TOPIC OF QUESTION)**

(QUESTION)

**Rating Scale:** Candidate’s response reflected [insert statement]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 3: (TOPIC OF QUESTION)**

[QUESTION]

**Rating Scale:** Candidate’s response indicates…..[insert statement]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 4: (TOPIC OF QUESTION)**

[QUESTION]

**Rating Scale:** Candidate’s response indicates… [insert statement]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 5: (TOPIC OF QUESTION)**

[QUESTION]

**Rating Scale:** Candidate’s response indicates [insert statement]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 6: (TOPIC OF QUESTION)**

[QUESTION]

**Rating Scale:** Candidate’s response indicates [insert statement]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 7: (TOPIC OF QUESTION)**

[QUESTION]

**Rating Scale:** Candidate’s response indicates [insert statement]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 8: (TOPIC OF QUESTION)**

[QUESTION]

**Rating Scale:** Candidate’s response indicates [insert statement]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 9: (TOPIC OF QUESTION)**

[QUESTION]

**Rating Scale:** Candidate’s response indicates [insert statement]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 10: (TOPIC OF QUESTION)**

[QUESTION]

**Rating Scale:** Candidate’s response indicates [insert statement]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Below Average response would look like… |  | Average response would look like… |  | Above average response would look like… |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**QUESTION 11: (COMMUNICATION)**

What questions do you have for us at this time?

**Rating Scale:** Candidate’s response indicates that in a similar situation, they could be expected…

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| To ask basic questions. |  | To ask questions reflecting standard interview research about Bristol CC and program at Bristol CC. |  | To ask well-prepared questions highlighting research, data, and reflection that considers students, staff, and/or the entire organization. |

**Scale Score\_\_\_\_\_\_\_\_\_**

*Notes from Candidate Answer:*

**Final Information to Cover:**

* Share the search timeline/next steps, as well as when the candidate should expect to hear back from the college.

**Cumulative Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**