



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	Job related question	3
6	Job related question	4
7	Job related question	5
8	Job related question	4
9	Job related question	3
10	Writing Assignment	3
11	Demonstration, Portfolio, etc.	4
<b>Total Interview Score</b>		<b>40</b>

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

\*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**