

## Applicant Interview Evaluation Form for Finalists

Below is an example of a template that can be modified to fit the department's needs.

### SOUTHERN METHODIST UNIVERSITY APPLICANT INTERVIEW EVALUATION FORM

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ School \_\_\_\_\_ Department/Division \_\_\_\_\_

Interviewer: \_\_\_\_\_ Check:  Faculty  Staff  Student  Community Member

#### QUALIFICATIONS

POSITION REQUIREMENTS	STRONG	ACCEPTABLE	WEAK	NOT OBSERVED	COMMENTS
TEACHING					
CREATIVE, ACTIVITIES or SCHOLARSHIP					
COMMUNICATION SKILLS					
INTERPERSONAL SKILLS					

#### INTERVIEW SUMMARY:

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#### OVERALL RATING FOR THIS POSITION

1 <b>STRONG</b>	2 <b>ACCEPTABLE</b>	3 <b>WEAK</b>
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#### INSTRUCTIONS

- 1) Complete the Applicant Interview Evaluation Form and sign it.
- 2) DO NOT comment on applicant's age, race, sex, disability, national origin, religion, sexual orientation, and marital or family status.
- 3) Please submit all evaluation forms and resumes to the Search Committee Chair.