Candidate:	Interviewer:

The goal is to rank the candidate in each pillar section. Thus, you should ask enough questions from each section, including follow-up questions if necessary, so that such an assessment can be made. You must ask a minimum of two question from each section.

Pillars = the attributes you are attempting to assess. Examples of Pillars would be Leadership, Policy Enforcement, Commitment to DEI, but they are largely the primary attributes required to be successful in the role for which they are interviewing.

The following scale should be used for rating the candidate's responses in all sections:

1	2	3	4	5
Did not answer the questions; Did not provide examples; Shows no understanding	*Answered questions minimally; Provided weak examples; Shows minimal understanding*	*Provided some depth; Provided mediocre examples; Shows basic understanding*	*Answered questions well; Provided good examples; Shows good understanding*	*Thorough, complete answers; Provided concrete examples; shows strong understanding*

Introduction
1. Begin the interview by having each member of the interview team introduce themselves, including the position held and length of time within the department.
2. Explain that we will ask a series of questions and then they will have the opportunity to ask any questions they have at the end.

Getting to know the Candidate & Interest in the Position
Questions

Assessment (Circle one):	1	2	3	4	5

Pillar 1 -_＿＿＿＿＿＿_

Questions

Assessment (Circle one):	1	2	3	4	5

Pillar 2 _＿＿＿＿＿＿_

Questions

Assessment (Circle one):	1	2	3	4	5

Pillar 3 _____					
Assessment (Circle one):	1	2	3	4	5

Pillar 4_____					
Assessment (Circle one):	1	2	3	4	5

Closing
1. What questions do you have for us? Make notes as to the type of questions the candidate asks. Are they job related? Benefit related. Schedule related. Capture your thoughts on candidate's level of interest and understanding of position.

Overall Candidate Assessment:
Strengths:
Areas of Growth:

SUMMARY OF INDIVIDUAL INTERVIEW SCORES

Please circle the score for each of the above sections. These should match the scores given on the previous pages.

Do not give a candidate a score that includes a half point (e.g., 3.5). All partial points will be rounded up.

You can have as few or as many pillars you want. You can combine two or more attributes in one pillar. But the pillars must be listed below so that you can tally the raw score. If you increase pillars, remember to increase the score lines, and make sure the number in the denominator has increased by 5. I.E., 4 pillars are between 5 – 20 points. 5 pillars would be between 5 – 25 points and so on.

Pillars

Pillar 1	1	2	3	4	5
Pillar 2	1	2	3	4	5
Pillar 3	1	2	3	4	5
Pillar 4	1	2	3	4	5
Raw Score for Individual Interview	_____/20 points				