

Pace University
[ENTER JOB TITLE HERE]
 Rubric and Interview Sheet

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 questions from each section.

Pillars = the attributes you are attempting to assess. Examples of Pillars would be Leadership, Policy Enforcement, Commitment to DEi. These pillars should be the categories or overarching themes in the bullet points of the job description.

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

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

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 and general interest in the position

Questions: What was it about this position/posting that encouraged you to apply?

Briefly walk me through the highlights of your resume, pulling out the achievements and experiences that you feel are most relevant to this position.

Notes:

Assessment (circle one):

1	2	3	4	5
---	---	---	---	---

Pillar 1: [FILL IN PILLAR TITLE]

Questions:

Notes:

Assessment (circle one):

1

2

3

4

5

Pillar 2: [FILL IN PILLAR TITLE]

Questions:

Notes:

Assessment (circle one):

1

2

3

4

5

Pillar 3: [FILL IN PILLAR TITLE]

Questions:

Notes:

Assessment (circle one):

1

2

3

4

5

Pillar 4: [FILL IN PILLAR TITLE]

Questions:

Notes:

Assessment (circle one):

1

2

3

4

5

Closing

1. Ask what questions the candidate has for us
2. Make notes as to the type of questions the candidate asks – are they job related? Benefits related? Schedule related?
3. Capture your thoughts on the candidate's level of interest and understanding of the position.

Notes:

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.

<i>PILLAR ONE TITLE</i>	1	2	3	4	5
<i>PILLAR TWO TITLE</i>	1	2	3	4	5
<i>PILLAR THREE TITLE</i>	1	2	3	4	5
<i>PILLAR FOUR TITLE</i>	1	2	3	4	5

Raw score for individual interview:	/20
-------------------------------------	-----